Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY	Area San Gorgonio Pass	Division Border	Number 655
	Evaluated By Sgt	. D. Valle	Date 5/06/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐Formal	Informal	Suspense Date	-)		
Follow-up Required	☐Correction Report			5-7-0	9
☐Yes ☐No	by	Commander's F	Review	Date	
1. GOALS AND ACCOME	PLISHMENTS	Evaluated 🗵	Action Required	Correct	ed
a. Is the command fami in HPM 10.6, Chapter 13		l Safety Program	as outlined	⊠Yes	□No
(1) Are goals develop	oed in accordance with de	epartmental policy	/?	⊠Yes	□No
(2) Are environmenta trends considered wh	al factors, exposure factor en setting goals?	rs, and past expe	rience/	⊠Yes	□No
(3) Are illnesses and non-serious/non-traumatic injuries excluded from occupational safety goals? ☐				□No	
(4) Are goals appropriately categorized?			⊠Yes	□No	
(5) Are goals realistic?			□No		
(6) Are goals consistent with departmental objectives?				□No	
(7) Is input from all levels considered before goals are established?				□No	
b. Are goals being accomplished?				□No	
(1) Accurate reporting on CHP 113?			□No		
(2) Are accidents increasing?			⊠No		
(3) Are injuries increasing?			⊠No		
(4) Why are they increasing/decreasing? N/A.					
(5) Is CHP 113 poste	d or readily accessible?			⊠Yes	□No
(6) Are employees kr	nowledgeable about goals	s and achieveme	nts?	⊠Yes	□No
(7) Are employees pr	oviding suggestions towa	ard goal attainme	nt?	⊠Yes	□No

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2. PARTICIPATION	Evaluated	Action Required	Corrected	
a. Commander actively involved in prog	ram?		⊠Yes	□No
(1) Commander active in injury/illness	s case management	?	⊠Yes	□No
(2) What is the commander's attitude regarding occupational safety is one of foc				
(3) Occupational safety issues discus	ssed at staff meeting	s and training days?	⊠Yes	□No
(4) Are safety issues in the meeting r	ninutes?		⊠Yes	□No
(5) Commander comments regarding	safety issues in per	formance evaluations	s? ⊠Yes	□No
(6) Does the commander ensure use	of appropriate safety	y equipment?	⊠Yes	□No
b. Are managers/supervisors actively in	volved in the prograr	n?	⊠Yes	□No
(1) Are managers/supervisors involve	ed in case managem	ent?	⊠Yes	□No
(2) Do they have the appropriate attit	ude?		⊠Yes	□No
(3) Are managers monitoring supervi	sors' progress and e	fforts to attain goals?	⊠Yes	□No
(4) Are supervisors monitoring employees' efforts?				□No
(5) Do managers comment on safety issues in performance evaluations?				□No
(6) Do supervisors comment on safety issues in performance evaluations? ☐Yes ☐				□No
(7) Do managers/supervisors ensure	(7) Do managers/supervisors ensure the use of proper safety equipment?			
c. Are employees actively involved in the Occupational Safety Program?				□No
(1) Are employees involved in their ca	(1) Are employees involved in their case management?			
(2) Are employees knowledgeable at	out safety goals?		⊠Yes	□No
(3) Are they aware of the command's	achievements?		⊠Yes	□No
(4) Are employees practicing safety v	vhile performing their	duties?	⊠Yes	□No
(5) Are employees reporting unsafe of	(5) Are employees reporting unsafe conditions and/or work practices?			
(6) Do employees work cooperatively to minimize hazards?				□No
(7) Do employees offer suggestions to improve occupational safety?			□No	
(8) Is employees' equipment properly	used and maintaine	d?	⊠Yes	□No
3. ACCIDENT AND INJURY TRENDS	Evaluated 🖂	Action Required	Corrected	
a. Commander's method of identifying trends? Review of occupational injury reports and patrol car collisions to identify any common factors/causes and implement corrective measures.				ol car

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(1) Are accidents and injuries being monitored to identify trends?				
	(2) Is the Occupational Safety Committee reviewing CHP 113, OSHA 200 Log entries, prior meeting minutes? ⊠Yes			
(3) Are personnel in the command as	ware of current and p	otential trends?	⊠Yes	□No
b. What corrective action has the commobeen no identifiable injury or accident trend corrective action.				
(1) Is commander, the managers, su corrective actions?	pervisors, actively im	plementing	⊠Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Evaluated	Action Required	Corrected	
a. What is the composition of the COSO janitorial, officers, sergeants, and the com		nposed of representa	atives from cl	erical,
(1) Is there representation from each	collective bargaining	unit?	⊠Yes	□No
(2) Management and supervisory rep	oresentation?		⊠Yes	□No
(3) Command Safety Coordinator assigned?			⊠Yes	□No
(4) Command Safety Coordinator active and effective?			⊠Yes	□No
(5) Are Committee assignments rotated?			□No	
(6) COSC meetings held quarterly?			□No	
(7) Are meetings held more frequent	(7) Are meetings held more frequently when goals are not being attained?			□No
(8) Do all Committee members atten	d the meetings?		⊠Yes	□No
b. Are roles and responsibilities defined	l in accordance with I	IPP?	⊠Yes	□No
(1) Do Committee members underst	(1) Do Committee members understand their roles and responsibilities? ⊠Yes			□No
(2) Is an agenda prepared prior to the	e meeting?		⊠Yes	□No
(3) Are departmental and Division Odreadily available?	ccupational Safety me	eeting minutes	⊠Yes	□No
(4) Are these minutes utilized for Area meetings?			⊠Yes	□No
(5) Are assignments given during Are	(5) Are assignments given during Area meetings?			□No
c. Minutes prepared for the COSC mee	ting?		⊠Yes	□No
(1) Recording secretary appointed?			⊠Yes	□No
(2) Minutes posted on command's Occupational Safety Board?			□No	

(3) Are minutes included in IIPP file?			⊠Yes	□No
(4) Minutes maintained current year, plus three?			⊠Yes	□No
(5) Minutes forwarded through chann-	els?		⊠Yes	□No
d. Is the COSC effective?			⊠Yes	□No
(1) Are COSC recommendations clea	r, concise and pertin	ent to the command	? ⊠Yes	□No
(2) COSC proactive to eliminate pote	ntial causes of accide	ents and injuries?	⊠Yes	□No
(3) COSC disseminate information/tra	aining regarding heal	th and safety issues?	Yes ⊠Yes	□No
e. Do all personnel receive current infor	mation regarding hea	alth and safety?	⊠Yes	□No
f. Are outside agency safety programs u	tilized as a resource	?	⊠Yes	□No
g. Does the command maintain an effec	tive health/safety co	mmunications syster	n? ⊠Yes	□No
(1) Potential hazards reported on CH	⊃ 113B?		⊠Yes	□No
(2) Are findings of the 113B report dis	seminated according	g to policy?	⊠Yes	□No
(3) Do all members of the command and health information?	participate in distribut	tion of safety	⊠Yes	□No
(4) COSC minutes posted in a timely manner?				□No
(5) Required posters prominently disp	(5) Required posters prominently displayed?			□No
(6) COSC maintain the Command Oc	cupational Safety Bu	Illetin Board?	⊠Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?			⊠Yes	□No
5. DOCUMENTATION	Evaluated	Action Required	Corrected	
a. STD 261s completed annually and file	ed in employee's field	d folder?	⊠Yes	□No
b. DMV INF 254 utilized to request driver's license record check and filed in the employee's field folder?				□No
c. OSHA 200 Log utilized?			⊠Yes	□No
(1) Are required injuries and illnesses	logged?		⊠Yes	□No
(2) Entries made within six working days of notification of an employee injury or illness? ⊠Yes			□No	
(3) Is lost-time and limited-duty documentation accurate?			⊠Yes	□No
(4) Retention according to policy?			⊠Yes	□No
(5) Readily accessible for review by Cal-OSHA?			⊠Yes	□No
(6) Previous calendar year Log posted during February? ⊠Yes			⊠Yes	□No
d. Are CHP 113s compiled accurately?			⊠Yes	□No
(1) Commander review and sign?			⊠Yes	□No
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(2) CHP 113s and attachments processed in timely manner?				□No
e. Does the command utilize the CHP 113A?			⊠Yes	□No
(1) Are semi-annual safety inspectio	ns conducted?		⊠Yes	□No
(2) Are safety hazards identified?			⊠Yes	□No
(3) Is corrective action taken within 3	0 days?		⊠Yes	□No
(4) CHP 113A maintained with IIPP a	and retained accordi	ng to policy?	⊠Yes	□No
f. Are unsafe conditions identified and o	documented on CHP	113B?	⊠Yes	□No
(1) Measures taken to correct situati	on within 30 days?		⊠Yes	□No
(2) Copy of CHP 113B filed or attach	ed to IIPP?		⊠Yes	□No
g. Are the CHP 121 series forms thorough	ughly and accurately	completed?	⊠Yes	□No
(1) Supervisory comments in-depth,	clear and concise?		⊠Yes	□No
(2) Commander signature on approp	riate forms?		⊠Yes	□No
(3) Routed within time frames?			⊠Yes	□No
h. Is CHP 208 form thoroughly and accurately completed?			⊠Yes	□No
(1) Supervisor comments in-depth, o	lear and concise?		⊠Yes	□No
(2) Commander review?			⊠Yes	□No
(3) Commander signs appropriate form?			⊠Yes	□No
(4) Properly routed within time limits?			⊠Yes	□No
i. Are injuries and accidents documented on CHP 442?			⊠Yes	□No
(1) Are CHP 442s current?			⊠Yes	□No
(2) Safety recognition emblem sumn	nary current?		⊠Yes	□No
j. Are CHP 712As kept current?			⊠Yes	□No
(1) Is specific safety training docume	ented on CHP 712?		⊠Yes	□No
(2) Copies maintained with IIPP file?			⊠Yes	□No
6. INJURY AND ILLNESS PREVENTION PROGRAM	Evaluated	Action Required	Corrected	
a. Command specific IIPP on file?			⊠Yes	□No
(1) Is the program effective?			⊠Yes	□No
(2) Contains all required documents?			⊠Yes	□No
(3) Discussed with all employees?			⊠Yes	□No
(4) All employees understand their ro	oles and responsibilit	ies?	⊠Yes	□No
(5) Each employee completed CHP	712A?		⊠Yes	□No

(6) New employees review and complete CHP 712A? ☐Yes				□No
(7) Are unsafe conditions identified, investigated, corrected and documented?			⊠Yes	□No
(8) Is required documentation mainta	ined according to pol	licy?	⊠Yes	□No
7. COMMUNICATION WITH DOSH	Evaluated	Action Required	Corrected	
a. Employees aware of procedures rega	arding DOSH inspect	ions?	⊠Yes	□No
b. Command's documents available for	review by DOSH Co	mpliance Officer?	⊠Yes	□No
8. HAZARDOUS SUBSTANCE PROGRAM	Evaluated	Action Required	Corrected	
a. Does command have a written Hazar used within that command?	rdous Substance Pro	gram for substances	⊠Yes	□No
(1) Are hazardous substances identif	ied and properly labe	led?	⊠Yes	□No
(2) Warning signs posted?			⊠Yes	□No
(3) Material Safety Data Sheets readily available?			⊠Yes	□No
(4) Employees receive training?				□No
(5) Training documented? ⊠Yes				□No
(6) Employees informed of their right information?	to applicable medica	al and exposure	⊠Yes	□No
9. HAZARDOUS EXPOSURE CONTROL PROGRAMS	Evaluated 🖂	Action Required	Corrected	
a. Activities identified within command that may require exposure to hazardous conditions? ☐				
(1) Appropriate engineering and/or administrative controls implemented?			⊠Yes	□No
(2) Protective equipment provided per bargaining unit agreements?			□No	
(3) Employees trained on use and maintenance of equipment?			□No	
(4) Training documented?			⊠Yes	□No
COMMENTS San Gorgonio Pass Area's				vork

COMMENTS San Gorgonio Pass Area's occupational safety program is designed to make all employees aware of safety and encourage them to be involved in promoting a safe and healthy work environment. This is accomplished by comments made by management and supervision during training days, staff meetings, briefings, and on 100 forms to raise overall safety awareness throughout the year. The Officers who conduct weapons training constantly stress the importance of safe weapons handling. The Area has not experienced an A.D. since January of 2006. Continued emphasis on proper weapon handling procedures will be stressed by Area managers, supervisors, and training officers. Area will continue to project an exemplary attitude towards occupational safety with ongoing training and safe, sound work practices.

COMMAND INSPECTION PROGRAM

EXCEP]	FIONS	DOCU	MENT

Command:	Division:	Chapter:
El Centro (625)	Border	12 Occ Safety
Inspected by: Lt. T. Wescott	1001001	Date: April 7, 2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapte number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

additional space is required.			
TYPE OF INSPECTION		□ Corrective Action Plan Included	
☐ Division Level ☐ Command Level		Appeal Included	
☐ Executive Office Level		Attachments Included	
Follow-up Required:	Forward to: Border Division	Commander's Signature:	Date:
☐ Yes	Due Date:	An	4-8-09
Chapter Inspection: Occupation	onal Safety Chapter 12		
Inspector's Comments Regard	ding Innovative Practice	s:	
None.			
Command Suggestions for St.	atewide Improvement:		
None.			
Inspector's Findings:			
minor procedural issues.	,	m appears to be in compliance with ut a set of copies haven't been place	
Commander's Response:			
The Area has become aware of been placed into the IIPP binds		e corrective action. COCS minute co	ppies have
Inspector's Comments:			
None.			Sales of the Personal

Required Action

Corrective Action Plan/Timeline

Area has corrected the issue.

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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
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Command:	Division:	Chapter:
El Centro (625)	Border	12 Occ Safety
Inspected by: Lt. T. Wescott		Date: April 7, 2009

Appeal Process. (Appeals shall be filed within five (5) I	business days of the completed chapter inspection).
Commander's Basis for Appeal:	
N/A	
Appeal Review/Decision: (This shall be the only level	l of appeal).
Lead Inspector's Signature:	Date: 4-2-09
Responding Commander's Signature (for appeal):	Date:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

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11.	(1)	
AREA	DIVISION	NUMBER
El Centro	Border	625
EVALUATED BY		DATE
Lt. T. Wescott		02/17/2009

ulalna

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE		
FOLLOW-UP REQUIRED ☐ Correction Report ☐ Yes ☑ No BY	COMMANDER'S REVIEW	DATE	8-09
1. GOALS AND ACCOMPLISHMENTS	evaluated Action required None	CORRECTE	D
a. Is the command familiar with the Occupational Safety Program a Safety Manual, Chapter 13?	s outlined in HPM 10.6, Occupational	✓ Yes	□No
(1) Are goals developed in accordance with departmental policy	?	✓ Yes	□No
(2) Are environmental factors, exposure factors, and past experi	ence/trends considered when setting goals?	✓ Yes	□No
(3) Are illness and non-serious/non-traumatic injuries excluded f	rom occupational safety goals?	✓ Yes	□No
(4) Are goals appropriately categorized?		✓ Yes	□No
(5) Are goals realistic?		✓ Yes	□No
(6) Are goals consistent with departmental objectives?		✓ Yes	□No
(7) Is input from all levels considered before goals are established	d?	✓ Yes	□No
b. Are goals being accomplished?		✓ Yes	□No
(1) Accurate reporting on CHP 113, Accident and Injury Report?		✓ Yes	□No
(2) Are accidents increasing?		☐ Yes	✓ No
(3) Are injuries increasing?		Yes	☑ No
(4) Why are they increasing/decreasing? Command/Management	nt participation, Supervisory participation and	buy in fron	n the officers.
(5) Is CHP 113, Accident and Injury Report, posted or readily acc	essible?	✓ Yes	□No
(6) Are employees knowledgeable about goals and achievements	?	✓ Yes	□ No
(7) Are employees providing suggestions toward goal attainment?		✓ Yes	□No
2. PARTICIPATION	VALUATED ACTION REQUIRED 3/16/2009 None	CORRECTED	
a. Commander actively involved in program?		🗹 Yes	□No
(1) Commander active in injury/illness case management?		✓ Yes	□No
(2) What is the commander's attitude regarding occupational safet	y? The Commander strive for a safe work en	eironment i	for all
employees. He addressed occupational safety issues at all sta	ff meetings, training days, etc. The command	er has equi	pment
checked regularly to ensure it is functioning properly: i.e. veh	icle lift, electric gates, vehicle inspections.		

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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(3) Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□ No
(4) Are safety issues in the meeting minutes?	✓ Yes	□No
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
(6) Does the commander ensure use of appropriate safety equipment?	✓ Yes	□ No
b. Are managers/supervisors actively involved in the program?	✓ Yes	□ No
(1) Are managers/supervisors involved in case management?	✓ Yes	☐ No
(2) Do they have the appropriate attitude?	✓ Yes	☐ No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□ No
(4) Are supervisors monitoring employees' efforts?	✓ Yes	□No
(5) Do managers comment on safety issues in performance evaluations?	✓ Yes	□ No
(6) Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□ No
(7) Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
c. Are employees actively involved in the Occupational Safety Program?	✓ Yes	□No
(1) Are employees involved in their case management?	✓ Yes	□No
(2) Are employees knowledgeable about safety goals?	✓ Yes	□No
(3) Are they aware of the command's achievements?	✓ Yes	□No
(4) Are employees practicing safety while performing their duties?	✓ Yes	□ No
(5) Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
(6) Do employees work cooperatively to minimize hazards?	✓ Yes	□ No
(7) Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
(8) Is employee equipment properly used and maintained?	✓ Yes	□No
ACCIDENT AND INJURY TRENDS EVALUATED ACTION REQUIRED None	CORRECTED)
a. Commander's method of identifying trends? The commander reviews all accident and injury reports. If a tren	d is determin	ned, it is
discussed at staff meetings and during training days to reduce the reoccurrence of the accident and/or injury.		
(1) Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
(3) Are personnel in the command aware of current and potential trends?	✓ Yes	□No
b. What corrective action has the command taken when a trend has been identified? Staff meetings, evaluate cau	se of trend, a	dditional
training for personnel, increased management and supervisory involvement.	Α	

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(1) Are commanders, managers, and supervisors actively implementing corrective actions?	✓ Yes	□ No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) EVALUATED ACTION REQUIRED	04/08/20	
a. What is the composition of the COSC? Chairperson; Captain, Coordinator; Sergeant, Members; Lieutenant, D	ispatch Super	rvisor, Office
Supervisor, Officers, Dispatcher, Clerical, Auto Tech and Maintenance.		
(1) Is there representation from each collective bargaining unit?	✓ Yes	☐ No
(2) Management and supervisory representation?	✓ Yes	☐ No
(3) Command Safety Coordinator assigned?	✓ Yes	□ No
(4) Command Safety Coordinator active and effective?	✓ Yes	□No
(5) Are committee assignments rotated?	✓ Yes	□No
(6) COSC meetings held quarterly?	✓ Yes	☐ No
(7) Are meetings held more frequently when goals are not being attained?	✓ Yes	□ No
(8) Do all committee members attend the meetings?	✓ Yes	□ No
b. Are roles and responsibilities defined in accordance with IIPP?	✓ Yes	□ No
(1) Do committee members understand their roles and responsibilities?		☐ No
(2) Is an agenda prepared prior to the meeting?	✓ Yes	□ No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	✓ Yes	□ No
(4) Are these minutes utilized for Area meetings?	✓ Yes	□ No
(5) Are assignments given during Area meetings?		□ No
c. Minutes prepared for the COSC meeting?	✓ Yes	□ No
(1) Recording secretary appointed?	✓ Yes	□ No
(2) Minutes posted on command's Occupational Safety Board?	✓ Yes	□No
(3) Are minutes included in IIPP file?	Yes	☑ No
(4) Minutes maintained current year, plus three?	✓ Yes	□No
(5) Minutes forwarded through channels?	✓ Yes	☐ No
d. Is the COSC effective?	✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	✓ Yes	☐ No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	✓ Yes	□ No
(3) COSC disseminate current information and training regarding health and safety issues?	✓ Yes	□No
e. Do all personnel receive current information regarding health and safety?	✓ Yes	□No
f. Are outside agency safety programs utilized as a resource?	✓ Yes	□No
g. Does the command maintain an effective health and safety communications system?	✓ Yes	□No
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STATE OF CALIFORNIA DEPARTMENT OF GALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHF 400	W (New 3-00) Of 1 000		
(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
(2)) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	□ No
(3)	Do all members of the command participate in distribution of safety and health information?		□ No
(4)) COSC minutes posted in a timely manner?	✓ Yes	□ No
(5)	Required posters prominently displayed?	✓ Yes	□No
(6)	COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
(7)	Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□No
5. DOCL	JMENTATION EVALUATED ACTION REQUIRED None	CORRECTED	D
	D 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and did not be the things of the complexed annually and the comployee's field folder?	✓ Yes	□ No
b, DN to i	IV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized request driver's license record check and filed in the employee's field folder?	✓ Yes	□No
c. OS	HA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No
(1)	Are required injuries and illnesses logged?	✓ Yes	□No
(2)	Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
(3)	Is lost-time and limited-duty documentation accurate?	✓ Yes	□ No
(4)	Retention according to policy?	✓ Yes	□No
(5)	Readily accessible for review by Cal-OSHA?	✓ Yes	□No
(6)	Previous calendar year log posted during February?	✓ Yes	□No
d, Are	CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□No
(1)	Commander review and sign?		□No
(2)	CHP 113s and attachments processed in a timely manner?	✓ Yes	. □·No
e. Doe	s the command utilize the CHP 113A, Safety Inspection Checklist?	Yes	□No
(1)	Are semiannual safety inspections conducted?		□No
(2)	Are safety hazards identified?	Yes	□No
(3)	Is corrective action taken within 30 days?	✓ Yes	□No
(4)	CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□No
f. Are u	nsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
(1)	Measures taken to correct situation within 30 days?	✓ Yes	□No
(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□No
g. Are t	he CHP 121 series thoroughly and accurately completed?	Yes	□ No =
(1) 8	Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
(2)	(2) Commander signature on appropriate forms?		

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

(3) Routed within time frames?	✓ Yes	□ No
h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?	✓ Yes	□No
(1) Supervisor comments in-depth, clear, and concise?	✓ Yes	□No
(2) Commander review?	✓ Yes	No
(3) Commander signs appropriate form?	✓ Yes	□No
(4) Properly routed within time limits?	✓ Yes	□No
i. Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record?	Yes	□No
(1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current?	✓ Yes	□ No
(2) Safety recognition emblem summary current?	✓ Yes	□No
j. Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current?	✓ Yes	□No
(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?	✓ Yes	□No
(2) Copies maintained with IIPP file?	✓ Yes	□No
6. INJURY AND ILLNESS PREVENTION PROGRAM 03/16/2009 None	CORRECTED	
a. Command specific IIPP on file?	✓ Yes	□No
(1) Is the program effective?	✓ Yes	□No
	✓ Yes	□No
	✓ Yes	□No
d water of their roles and responsibilities?	✓ Yes	□No
CUR 713A Injury and Illness Prevention Program Orientation and Review?	✓ Yes	□ No
or and complete CHP 712A Injury and Illness Prevention Program Orientation		
and Review?	✓ Yes	□ No
(7) Are unsafe hazards or conditions identified, investigated, corrected, and documented?	✓ Yes	□No
(8) Is required documentation maintained according to policy?	✓ Yes	□No
7. COMMUNICATION WITH DOSH EVALUATED ACTION REQUIRED None	CORRECTED	
a. Employees aware of procedures regarding DOSH inspections?	✓ Yes	□No
b. Command's documents readily available for review by DOSH Compliance Officer?	✓ Yes	□No
B. HAZARDOUS SUBSTANCE PROGRAM 03/18/2009 None	CORRECTED	
a. Does command have a written Hazardous Substance Program for substances used within that command?	✓ Yes	□No
(1) Are hazardous substances identified and properly labeled?	✓ Yes	□No
(2) Warning signs posted?	✓ Yes	□No
22 A A A A A A A A A A A A A A A A A A	✓ Yes	□No
The iming?	✓ Yes	□No
(4) Employees receive training?		

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AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

(5)	Training documented?			✓ Yes	□No
(6)	Employees informed of their right to applicable medical and e	exposure information?)	✓ Yes	□No
mercal and the same	RDOUS EXPOSURE CONTROL PROGRAMS	03/16/2009	ACTION REQUIRED	CORRECTE)
a. Ac	tivities identified within command that may require exposure to	hazardous conditions	\$?	✓ Yes	□No
(1)	Appropriate engineering and/or administrative controls impler	nented?		✓ Yes	□No
(2)	Protective equipment provided in accordance with bargaining	unit agreements?		✓ Yes	□No
(3)	Employees trained on use and maintenance of equipment?			✓ Yes	□No
(4)	Training documented?			✓ Yes	□No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
626	Border	
EVALUATED BY		DATE
A. Lawson, Sergeant		03/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		
✓ Formal Evaluation	SUSPENSE DATE	=
FOLLOW-UP-REQUIRED Correction Report	COMMANDER'S REVIEW	DATE
☐ Yes ☑ No	R.A. 56	3-24-09
1. GOALS AND ACCOMPLISHMENTS	evaluated action red 03/23/2009 None	QUIRED CORRECTED
 a. Is the command familiar with the Occupational Safety Program Safety Manual, Chapter 3? 	n as outlined in HPM 10.6, Occupation	nal ☑ Yes ☐ No
(1) Are goals developed in accordance with departmental po-	licy?	✓ Yes □ No
(2) Are environmental factors, exposure factors, and past exp	perience/trends considered when sett	ing goals?
(3) Are illness and non-serious/non-traumatic injuries exclude	ed from occupational safety goals?	
(4) Are goals appropriately categorized?		✓ Yes
(5) Are goals realistic?		✓ Yes No
(6) Are goals consistent with departmental objectives?		✓ Yes □ No
(7) Is input from all levels considered before goals are establi	shed?	✓ Yes
b. Are goals being accomplished?	.30	✓ Yes ☐ No
(1) Accurate reporting on CHP 113, Accident and Injury Repo	ort?	✓ Yes ☐ No
(2) Are accidents increasing?		☐ Yes ✓ No
(3) Are injuries increasing?		☐ Yes ✓ No
(4) Why are they increasing/decreasing?		(A)
(5) Is CHP 113, Accident and Injury Report, posted or readily		
(6) Are employees knowledgeable about goals and achievem	ents?	✓ Yes No
(7) Are employees providing suggestions toward goal attainm		✓ Yes No
2. PARTICIPATION	03/23/2009 ACTION REC None	CORRECTED
a. Commander actively involved in program?		✓ Yes □ No
(1) Commander active in injury/illness case management?		
(2) What is the commander's attitude regarding occupational s	safety? Very proactive in every aspe	ect of occupational safety. He offers
suggestions on a regular basis and encourages all employe	ees to do the same as soon as any ha	zards are discovered. Regularly
reviews files and checks required posted documents are re	ecent. He checks to see that Occupa	tional Posters/Documents are posted.

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Occupational safety issues discussed at staff meetings and training days?(4) Are safety issues in the meeting minutes?	✓ Yes ✓ Yes	□ No
	✓ Yes	
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
(6) Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
Are managers/supervisors actively involved in the program?	✓ Yes	□No
(1) Are managers/supervisors involved in case management?	✓ Yes	□No
(2) Do they have the appropriate attitude?	√ Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
(4) Are supervisors monitoring employees' efforts?	√ Yes	□No
(5) Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
(6) Do supervisors comment on safety issues in performance evaluations?	√ Yes	□No
(7) Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
Are employees actively involved in the Occupational Safety Program?	✓ Yes	□No
Are employees involved in their case management?	✓ Yes	□No
2) Are employees knowledgeable about safety goals?	✓ Yes	□No
Are they aware of the command's achievements?	✓ Yes	□No
Are employees practicing safety while performing their duties?		□No
5) Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
6) Do employees work cooperatively to minimize hazards?	√ Yes	□No
7) Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
8) Is employee equipment properly used and maintained?	✓ Yes	□No
IDENT AND INJURY TRENDS EVALUATED ACTION RE 03/23/2009 None	EQUIRED CORRECTE	D
Commander's method of identifying trends? Ensures that the IIPP is kept up to date and that all e	mployees and new hires	reviews it
annually. Directs supervisors to ensure that all employees are kept abreast of the IIPP through b	riefings and training day:	s on a regular
pasis. Supervisors are to ensure that all employees are following all Occupational Safety regulat	ions and that they are pro	perly
atilizing all required safety equipment. Reporting requirements are to be followed to the letter at	ad submitted promptly.	
Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	∆ 300, ☑ Yes	□No
	✓ Yes	☐ No
Are personnel in the command aware of current and potential trends?		
What corrective action has the command taken when a trend has been identified?		
	Are managers/supervisors actively involved in the program? 1) Are managers/supervisors involved in case management? 2) Do they have the appropriate attitude? 3) Are managers monitoring supervisors' progress and efforts to attain goals? 4) Are supervisors monitoring employees' efforts? 5) Do managers comment on safety issues in performance evaluations? 6) Do supervisors comment on safety issues in performance evaluations? 7) Do managers/supervisors ensure the use of proper safety equipment? 8) Are employees actively involved in the Occupational Safety Program? 1) Are employees involved in their case management? 2) Are employees knowledgeable about safety goals? 3) Are they aware of the command's achievements? 4) Are employees reporting unsafe conditions and/or work practices? 5) Do employees work cooperatively to minimize hazards? 7) Do employees offer suggestions to improve occupational safety? 8) Is employee equipment properly used and maintained? 8) Is employee equipment properly used and maintained? 8) Is employee supervisors to ensure that all employees are kept abreast of the HPP through by asis. Supervisors are to ensure that all employees are following all Occupational Safety regulat (filizing all required safety equipment. Reporting requirements are to be followed to the letter are accidents and injuries being monitored to identify trends? 5) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA	Are managers/supervisors actively involved in the program? Yes

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AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	✓ Yes	□No
COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) EVALUATED ACTION REQUIRED	CORRECTE	D
a. What is the composition of the COSC? Facility commander (Chairman); Sgt. Lawson (Coordinator/Sidev	vinder PS Supervi	sor); Sgt.
Kirchof/Sgt, Angulo (Calexico IF); Ofc. Ambriz (Sidewinder); Ofc. Even (Calexico); OT Turnbull; OA Ro	uiz; Jorge Ruiz (Ja	nitor -
Calexico IF; Bargaining Unit 5 Representative; Bargaining Unit 12 Representative; and anyone involved in	a recordable Occ	. Safe incide
(1) Is there representation from each collective bargaining unit?	✓ Yes	□No
(2) Management and supervisory representation?	✓ Yes	□No
(3) Command Safety Coordinator assigned?	✓ Yes	□No
(4) Command Safety Coordinator active and effective?	✓ Yes	□No
(5) Are committee assignments rotated?	✓ Yes	□No
(6) COSC meetings held quarterly?	✓ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	✓ Yes	□No
(8) Do all committee members attend the meetings?	✓ Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP?	✓ Yes	□No
(1) Do committee members understand their roles and responsibilities?	✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?	✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	✓ Yes	□No
(4) Are these minutes utilized for Area meetings?	✓ Yes	□No
(5) Are assignments given during Area meetings?	✓ Yes	□No
c. Minutes prepared for the COSC meeting?	✓ Yes	□No
(1) Recording secretary appointed?	✓ Yes	□No
(2) Minutes posted on command's Occupational Safety Board?	✓ Yes	□No
(3) Are minutes included in IIPP file?	✓ Yes	□No
(4) Minutes maintained current year, plus three?	✓ Yes	□No
(5) Minutes forwarded through channels?	✓ Yes	□No
d. Is the COSC effective?	✓ Yes	☐ No
(1) Are COSC recommendations clear, concise and pertinent to the command?	✓ Yes	☐ No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	✓ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues?	✓ Yes	☐ No
e. Do all personnel receive current information regarding health and safety?	✓ Yes	□ No
f. Are outside agency safety programs utilized as a resource?	✓ Yes	☐ No
g. Does the command maintain an effective health and safety communications system?	✓ Yes	□No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?			✓ Yes	□No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?			✓ Yes	□No
(3) Do all members of the command participate in distribution of safety and health information?			✓ Yes	□No
(4) COSC minutes posted in a timely manner?			√ Yes	□No
(5) Required posters prominently displayed?	(5) Required posters prominently displayed?		✓ Yes	□No
(6) COSC maintain the Command Occupational Safety Bulleti	n Board?		✓ Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Bo	ard contents assigne	d to specific members?	✓ Yes	□No
5. DOCUMENTATION	03/23/2009	None	CORRECTE	0
a. STD 261s, Authorization to Use Privately Owned Vehicles on S filed in the employee's field folder?	tate Business, comp	leted annually and	✓ Yes	□ No
b. DMV INF 252, LAW LUFGREPHENT v Request for Driver License to request driver's license record check and filed in the employe	/Identification Record	d Information, utilized	✓ Yes	□No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?			✓ Yes	□No
(1) Are required injuries and illnesses logged?			✓ Yes	□No
(2) Entries made within six working days of notification of an el	mployee injury or illn	ess?		□No
(3) Is lost-time and limited-duty documentation accurate?			Yes	□No
(4) Retention according to policy?			✓ Yes	□No
(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
(6) Previous calendar year log posted during February?			✓ Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately	?		Yes	□No
(1) Commander review and sign?			✓ Yes	□No
(2) CHP 113s and attachments processed in a timely manner?			✓ Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Che	ecklist?	**	✓ Yes	□No
(1) Are semiannual safety inspections conducted?			✓ Yes	□No
(2) Are safety hazards identified?			✓ Yes	□No
(3) Is corrective action taken within 30 days?			✓ Yes	□No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIP	P and retained acco	rding to policy?	✓ Yes	□No
f. Are unsafe conditions identified and documented on CHP 113B,	Hazard Report/Insp	ection?	✓ Yes	□No
(1) Measures taken to correct situation within 30 days?			✓ Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attac	hed to IIPP?		√ Yes	□No
g. Are the CHP 121 series thoroughly and accurately completed?			Yes	□No
(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
(2) Commander signature on appropriate forms?		5	✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

0.		(
	(3)	Routed within t	me frames?				✓ Yes	□No
	h. Is	CHP 208, Accide	nt Prevention Report,	thoroughly and accura	tely completed?		✓ Yes	□No
	(1)	Supervisor com	ments in-depth, clear,	and concise?			✓ Yes	□No
	(2)	Commander re	view?				✓ Yes	□No
	(3)	Commander sig	ns appropriate form?				✓ Yes	□No
	(4)	Properly routed	within time limits?	9			✓ Yes	□No
	i Are	injuries and acci	dents documented on	CHP 442, Individual A	ccident, Injury and	Safety Recognition Record?	✓ Yes	□No
-	(1)	Are CHP 442s,	Individual Accident, In	jury and Safety Recog	nition Record, curr	rent?	✓ Yes	□No
-	(2)	Safety recogniti	on emblem summary	current?			✓ Yes	□No
-	j. Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current?					✓ Yes	□No	
	(1)	Is specific safet	y training documented	on CHP 712, Employe	ee Emergency Acti	on Plan Review?	✓ Yes	□ No
	(2)	Copies maintair	ed with IIPP file?				✓ Yes	□No
6.	6. INJURY AND ILLNESS PREVENTION PROGRAM 8. INJURY AND ILLNESS PREVENTION PROGRAM 8. INJURY AND ILLNESS PREVENTION PROGRAM 8. INJURY AND ILLNESS PREVENTION PROGRAM						CORRECTED	
	a. Co	mmand specific II	PP on file?				✓ Yes	No
	(1)	Is the program e	ffective?				✓ Yes	□No
	(2)	Contains all requ	uired documents?				✓ Yes	□No
	(3) Discussed with all employees?					✓ Yes	□No	
	(4)	All employees u	nderstand their roles a	and responsibilities?			✓ Yes	□No
	(5)	Each employee	completed CHP 712A	, Injury and Illness Pre	vention Program (Orientation and Review?	✓ Yes	□No
	(6)	(6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?					✓ Yes	□No
	(7)	Are unsafe haza	rds or conditions iden	tified, investigated, cor	rected, and docum	nented?	✓ Yes	□No
	(8)	Is required docu	mentation maintained	according to policy?			✓ Yes	□No
7.	COMM	UNICATION WIT	H DOSH		03/23/2009	ACTION REQUIRED None	CORRECTED	
a	a. Emp	oloyees aware of	procedures regarding	DOSH inspections?			✓ Yes	□ No
t	c. Con	nmand's docume	nts readily available fo	or review by DOSH Co			✓ Yes	□No
8. l	HAZAR	DOUS SUBSTA	NCE PROGRAM		03/23/2009	None	CORRECTED	
8	a. Doe	s command have	a written Hazardous	Substance Program fo	r substances used	d within that command?	✓ Yes	□No
	(1)	Are hazardous s	ubstances identified a	nd properly labeled?			Yes	□No
	(2)	Warning signs po	osted?				✓ Yes	□No
	(3)	Material Safety D	ata Sheets readily av	ailable?			✓ Yes	□No
	(4)	Employees recei	ve training?				✓ Yes	□No
	7.7							

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ADEA MANAGEMENT EVALL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(5) Training documented?			✓ Yes	□No
	(6) Employees informed of their right to applicable medical a	√ Yes	□No		
9 HAZARDOUS EXPOSURE CONTROL PROGRAMS			ACTION REQUIRED	CORRECTED)
a.	a. Activities identified within command that may require exposure to hazardous conditions?		ions?	✓ Yes	□No
	(1) Appropriate engineering and/or administrative controls implemented?				□No
	(2) Protective equipment provided in accordance with bargai	ning unit agreements?		✓ Yes	□No
	(3) Employees trained on use and maintenance of equipment?				□No
-	(4) Training documented?			√ Yes	□No

Memorandum

Date:

March 24, 2009

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Winterhaven Area

File No.:

620.12233.13209

Subject:

CHAPTER 12 OCCUPATIONAL SAFETY INSPECTION

Area recently completed a Chapter 12, Occupational Safety Inspection which is attached for your review.

J.W. SWAIM, Lieutenant

Commander

Attachments

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division;	Chapter:
Winterhaven	Border	12
Inspected by:		Date:
Sgt. L. Domby		03/23/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION		☐ Corrective Action Plan Included				
□ Division Level ☒ Command	Level					
Executive Office Level		Appeal Included Attachments Included				
Follow-up Required:	Forward to: Border Division	Commander's Signature:	Date:			
☐ Yeş ⊠ No	Due Date: 03/23/2009	AM.	3-24-09			
Chapter Inspection:		and the same and t				
Chapter inspections						
Inspector's Comments Rega	arding Innovative Practice	es:				
Command Suggestions for S	Command Suggestions for Statewide Improvement:					

Inspector's Findings:

Chapter 12, Occupational Safety

Item 1.a, Area was unable to locate Chapter 13 of HPM 10.6. The online manual contained only 11 chapters.

Item 1.b(5), CHP 113's were maintained in the clerical file cabinet. The CHP 113 was not readily accessible or posted.

Item 4.a(8), occasionally not all COCS committee members are present at the meetings. This is a rare occurrence caused by a necessity for the member to meet another obligation.

Item 4.c(2), the COCS minutes are not posted on the Occupational Safety Board. The minutes were placed in the IIPP binder.

Item 5.b, Area does not utilize the DMV INF 254, to request driver's license record checks. Area management utilizes the MIS system to verify employees are properly licensed during annual evaluations.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command:	Division:	Chapter:
Winterhaven	Border	12
Inspected by:		Date:
Sgt. L. Domby		03/23/2009

Commander's Response:		
	10	
Inspector's Comments:		
mopestor a comments.		
mepeator a comments.		
mopostor o comments.		
mopostor o comments.		
mepeator a comments.		

Required Action

Corrective Action Plan/Timeline

Winterhaven Area Command Safety Coordinator will post the CHP 113 and the Occupational Safety Meetings minutes on the Occupational Safety Board. This procedure will take effect immediately and will require no additional follow up.

Winterhaven Area makes attempts to schedule COCS meetings to ensure all committee members attend. Area will continue to ensure COCS members attend scheduled meetings. This procedure will take place immediately and will require no additional follow up.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3

Command: Winterhaven	Division: Border	Chapter:
Inspected by: Sgt. L. Domby		Date: 03/23/2009

peal Process: (App mmander's Basis fo		 		
The second of Eddio 10	эт трреат.			
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			×	
eal Review/Decision		 -		

Lead Inspector's Signature:	Date: 3/24/09		
Responding Commander's Signature (for appeal):	Date:		

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Winterhaven	Border	620
EVALUATED BY		DATE
Sgt. L. Domby		03/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATIO		K-Chromicality ballocation in the statement	To annual transfer of	The domed.		
Formal Eva		mal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIR	ED	☐ Correction Report	COMMANDER'S REVIE	W	DATE	
Yes 🗸	No	BY		Z	3-2	4-09
1. GOALS AN	O ACCOMPLISHME	ENTS	Yes Yes	ACTION REQUIRED Yes	CORRECTED	
a. Is the cor	nmand familiar with	the Occupational Safety Progr			Yes	
	anual, Chapter 13?			10.6, Occupational	✓ Yes	□No
(1) Are (oals developed in a	accordance with departmental p	policy?		✓ Yes	□No
(2) Are e	environmental factor	s, exposure factors, and past e	experience/trends cons	sidered when setting goals?	✓ Yes	□No
(3) Are i	liness and non-serio	ous/non-traumatic injuries exclu	uded from occupationa	l safety goals?	✓ Yes	□ No
(4). Are g	oals appropriately o	categorized?			✓ Yes	□No
(5) Are g	oals realistic?			• • • • • • • • • • • • • • • • • • • •	✓ Yes	□No
(6) Are g	oals consistent with	departmental objectives?			✓ Yes	□No
(7) Is inp	ut from all levels co	nsidered before goals are esta	ablished?		✓ Yes	□No
b. Are goals	being accomplished	d?			✓ Yes	□No
(1) Accu	rate reporting on Ch	HP 113, Accident and Injury Re	eport?		✓ Yes	□No
(2) Are a	ccidents increasing	?			☐ Yes	✓ No
(3) Are ir	njuries increasing?			11	☐ Yes	✓ No
(4) Why	are they increasing/	decreasing? The commander	takes an active role in	ensuring the working enviro	ninent is sa	fe. This is
		riefings and the Occupational S				
		oyees of this command.				
(5) Is CH	P 113, Accident and	d Injury Report, posted or read	ily accessible?		☐ Yes	✓ No
(6) Are e	mployees knowledg	eable about goals and achieve	ements?		✓ Yes	
(7) Are e	mployees providing	suggestions toward goal attair	nment?		✓ Yes	
2. PARTICIPAT	ION		Yes	ACTION REQUIRED None	CORRECTE	D
a. Command	er actively involved	in program?			✓ Yes	
(1) Comn	nander active in inju	ry/illness case management?			✓ Yes	
(2) What	is the commander's	attitude regarding occupations	al safety? Employee s	safety is of the utmost imports		
		a priority. By keeping employ				
	e either decreased o		1,			*************

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No
(4) Are safety issues in the meeting minutes?	✓ Yes	□No
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
(6) Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
b. Are managers/supervisors actively involved in the program?	✓ Yes	□No
(1) Are managers/supervisors involved in case management?	✓ Yes	□No
(2) Do they have the appropriate attitude?	✓ Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□ No
(4) Are supervisors monitoring employees' efforts?	✓ Yes	□No
(5) Do managers comment on safety issues in performance evaluations?	✓ Yes	□ No
(6) Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□ No
(7) Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
c. Are employees actively involved in the Occupational Safety Program?	✓ Yes	□No
(1) Are employees involved in their case management?	✓ Yes	□No
(2) Are employees knowledgeable about safety goals?	✓ Yes	□No
(3) Are they aware of the command's achievements?	✓ Yes	□No
(4) Are employees practicing safety while performing their duties?	✓ Yes	□No
(5) Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
(6) Do employees work cooperatively to minimize hazards?	√ Yes	□No
(7) Do employees offer suggestions to improve occupational safety?	✓ Yes	. No
(8) Is employee equipment properly used and maintained?		□No
3. ACCIDENT AND INJURY TRENDS EVALUATED ACTION REQUIRED Yes None	CORRECTED	
a. Commander's method of identifying trends? Area has a minimal amount of accidents and injuries. Winterhave	en Area exp	erienced two
injuries. The commander reviewed the injury and accident reports and no common trend was identified.		
	-	
(1) Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
(3) Are personnel in the command aware of current and potential trends?	✓ Yes	□No
b. What corrective action has the command taken when a trend has been identified? No trends have been identified	ed due to th	e lack of
incidents. All incidents are thoroughly discussed with the involved employee and reviewed by the commander,	If a trend wa	as identified.
training and or equipment would be used as a corrective measure to decrease the likely hood of a reoccurrence.		

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

	(1) Are commanders, managers, and supervisors actively imple	ementing corrective action	ons?	✓ Yes	□No
4. (OMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	1
a	. What is the composition of the COSC? The COSC is composed	d of the Area Commande			ergeant,
	Command Safety Coordinator, two officers, the clerical supervis				
	personnel represent all collective bargaining units in Area.				
	(1) Is there representation from each collective bargaining unit	?		✓ Yes	□No
	(2) Management and supervisory representation?			✓ Yes	□No
	(3) Command Safety Coordinator assigned?			✓ Yes	□No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
	(5) Are committee assignments rotated?			✓ Yes	☐ No
	(6) COSC meetings held quarterly?			✓ Yes	□No
	(7) Are meetings held more frequently when goals are not bein	g attained?	· · · · · · · · · · · · · · · · · · ·	✓ Yes	□No
	(8) Do all committee members attend the meetings?	***************************************		Yes	✓ No
b	Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
	(1) Do committee members understand their roles and respons	sibilities?		√ Yes	□No
	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meeting	gs minutes readily availa	able?	✓ Yes	□No
	(4) Are these minutes utilized for Area meetings?	×		✓ Yes	□ No
	(5) Are assignments given during Area meetings?			✓ Yes	□No
C.	Minutes prepared for the COSC meeting?			✓ Yes	□No
	(1) Recording secretary appointed?			✓ Yes	☐ No
	(2) Minutes posted on command's Occupational Safety Board?			☐ Yes	☑ No
	(3) Are minutes included in IIPP file?			✓ Yes	□No
	(4) Minutes maintained current year, plus three?			✓ Yes	□No
	(5) Minutes forwarded through channels?			✓ Yes	□No
d.	Is the COSC effective?			✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
	(2) COSC proactive to eliminate potential causes of accidents a	and injuries?		✓ Yes	□No
	(3) COSC disseminate current information and training regarding	ng health and safety iss	ues?	✓ Yes	□No
e.	Do all personnel receive current information regarding health an	d safety?		✓ Yes	□No
f.	Are outside agency safety programs utilized as a resource?			✓ Yes	□No
g.	Does the command maintain an effective health and safety com	munications system?		✓ Yes	□No

Destroy Previous Editions

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

_					
	(1) Potential hazards reported on CHP 113B, Hazard	Report/Inspection?		✓ Yes	□No
	(2) Are findings of the 113B, Hazard Report/Inspection	n, report disseminated accord	ding to policy?	✓ Yes	□No
	(3) Do all members of the command participate in dist	ribution of safety and health	information?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?			✓ Yes	□No
	(5) Required posters prominently displayed?			✓ Yes	□No
	(6) COSC maintain the Command Occupational Safet	y Bulletin Board?		✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bu	lletin Board contents assigne	ed to specific members?	✓ Yes	□No
5.	DOCUMENTATION	EVALUATED Yes	None None	CORRECTED	
	a. STD 261s, Authorization to Use Privately Owned Vehic filed in the employee's field folder?	cles on State Business, comp	pleted annually and	✓ Yes	□No
-	 DMV INF 254, Government Agency Request for Driver to request driver's license record check and filed in the 	License/Identification Recoremployee's field folder?	d Information, utilized	☐ Yes	☑ No
	c. OSHA 300, Log of Occupational Injury and Illnesses, ut	tilized?		✓ Yes	□No
	(1) Are required injuries and illnesses logged?			✓ Yes	□No
	(2) Entries made within six working days of notification	of an employee injury or illr	ness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accura	te?		✓ Yes	□No
	(4) Retention according to policy?		10000000	✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
	(6) Previous calendar year log posted during February	?		✓ Yes	□No
	d. Are CHP 113s, Accident and Injury Report, compiled ac	ccurately?		✓ Yes	□No
	(1) Commander review and sign?			✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely r	manner?		✓ Yes	□No
e	e. Does the command utilize the CHP 113A, Safety Inspe	ction Checklist?		✓ Yes	□No
	(1) Are semiannual safety inspections conducted?			✓ Yes	□No
	(2) Are safety hazards identified?			✓ Yes	□No
	(3) Is corrective action taken within 30 days?			✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained	d with IIPP and retained acco	ording to policy?	✓ Yes	□No
f.	. Are unsafe conditions identified and documented on CH	P 113B, Hazard Report/Insp	pection?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?	?		✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed	d or attached to IIPP?		✓ Yes	□No
g	. Are the CHP 121 series thoroughly and accurately com	pleted?		✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise	9?		✓ Yes	□No
	(2) Commander signature on appropriate forms?			✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

=						
_	(3) Routed within time frames?			✓ Yes	□ No
	h. Is	CHP 208, Accident Prevention Report, thoroughly and accu	rately completed?		✓ Yes	□No
	(1) Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
	(2)) Commander review?			✓ Yes	□No
_	(3)) Commander signs appropriate form?			✓ Yes	□No
_	(4)) Properly routed within time limits?			✓ Yes	□No
_	i. Are	e injuries and accidents documented on CHP 442, Individual	l Accident, Injury ar	nd Safety Recognition Record?	✓Yes	□No
	(1)) Are CHP 442s, Individual Accident, Injury and Safety Rec	ognition Record, cu	urrent?	✓ Yes	□ No
	(2)) Safety recognition emblem summary current?			✓ Yes	□No
-	j. Are	e CHP 712As, Injury and Illness Prevention Program Orienta	ation and Review, k	ept current?	✓ Yes	□No
	(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?					□No
	(2) Copies maintained with IIPP file?					□No
_		RY AND ILLNESS PREVENTION PROGRAM	Yes Yes	None	CORRECTED)
_	a. Co	ommand specific IIPP on file?			✓ Yes	□No
	(1) Is the program effective?					□No
_	(2)	Contains all required documents?			✓ Yes	□No
	(3)	Discussed with all employees?			✓ Yes	□No
	(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
	(5)	Each employee completed CHP 712A, Injury and Illness F	Prevention Program	Orientation and Review?	✓ Yes	□No
	(6)	New employees review and complete CHP 712A, Injury and Review?	nd Illness Prevention	on Program Orientation	✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, or	corrected, and doc	umented?	✓ Yes	□No
	(8)	Is required documentation maintained according to policy?	?		✓ Yes	□No
7. (COMM	NUNICATION WITH DOSH	Yes	ACTION REQUIRED None	CORRECTE	
- 6	a. Em	nployees aware of procedures regarding DOSH inspections?	?		✓ Yes	□No
t	o. Co	mmand's documents readily available for review by DOSH (Compliance Officer	?	✓ Yes	□No
8. ł	HAZAI	RDOUS SUBSTANCE PROGRAM	Yes	ACTION REQUIRED None	CORRECTE)
8	a. Do	es command have a written Hazardous Substance Program	for substances us	ed within that command?	✓ Yes	□No
	(1)	Are hazardous substances identified and properly labeled	?		✓ Yes	□No
	(2)	Warning signs posted?			✓ Yes	□No
	(3)	Material Safety Data Sheets readily available?			✓ Yes	□No
	(4)	Employees receive training?			✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(5) Training documented?			✓ Yes	□No
	(6) Employees informed of their right to applicable medi	ical and exposure informa	ation?	✓ Yes	□ No
9.	HAZARDOUS EXPOSURE CONTROL PROGRAMS	Yes Yes	None	CORRECTE	D
	a. Activities identified within command that may require exposure to hazardous conditions?				□No
(1) Appropriate engineering and/or administrative controls implement				✓ Yes □ No	□No
	(2) Protective equipment provided in accordance with b	argaining unit agreement	s?	✓ Yes	□No
	(3) Employees trained on use and maintenance of equip	pment?		✓ Yes	□No
	(4) Training documented?			✓ Yes	□No

COMMAND INSPECTION PROGRAM

EV		DT	PINO	DOCL	1N / I	TIME
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Command:	Division:	Chapter:
Blythe (660)	Border	12 Occ Safety
Inspected by: Sergeant A. F	leck	Date: May 5, 2009

number of the inspection in the Chapte	er Inspection number. Under "Fo	oxes as necessary, or fill in the blanks as indica orward to:" enter the next level of command who document innovative practices, suggestions for be used to appeal findings. A CHP 51 Memora	statewide		
一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一		□ Corrective Action Plan Included			
☐ Division Level ○ Command L	Level	Appeal Included			
Executive Office Level		Attachments Included			
Follow-up Required:	Forward to: Border Division	Commander's Signature:	Date:		
PI ☐ Yes ☐ No	Due Date:	SOT AlCOR 11734	05/05/09		
Chapter Inspection: Occupati	onal Safety Chapter 12	the control of the co			
Inspector's Comments Regard	ding Innovative Practice	s:			
None.		.23			
Command Suggestions for St	atewide Improvement:				
None.					
Inspector's Findings:					
procedural issues. The IIPP binder has all Occupational Safety Co	required documents, the	es to be in compliance with policy, wo bugh some were slightly outdated. I now been updated as well as addi- meeting.	The Command		
Commander's Response:					
The Area has become aware of above have been replaced with		ady taken corrective action. The ite	ems mentioned		
nspector's Comments:			- Hir II		
None.	TO WARRY STREET		STREET HAVE ENGINEED		
Required Action	(3) (1) (4) (4) (4) (4) (4) (5) (4) (5) (5) (5) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6	THE RESERVE TO SERVE AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRE			
Corrective Action Plan/Timeline	9		•		

Area has corrected the issue.

CHP 680A (Rev. 09-08) OPI 010

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Blythe (660)	Border	12 Occ Safety
Inspected by:		Date:
Sergeant A. Fleck		May 5, 2009

Appeal Process: (Appeals shall be filed within five (5) bus	iness days of the completed chapter inspection).
Commander's Basis for Appeal:	
N/A	
Appeal Review/Decision: (This shall be the only level of	appeal).
Lead Inspector's Signature:	Date:
Responding Commander's Signature (for appeal):	Date:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATIO

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Blythe	Border	660 - 01 - 09
EVALUATED BY		DATE
Sergeant A. Fleck		05/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		ALUATION al Evaluation	mal Evaluation	SUSPENSE DATE	•		
-	I-UP	REQUIRED VI	☐ Correction Report	COMMANDER'S REVIEW	MORRIS De 11731	DATE OF U	
1. GC	AL	S AND ACCOMPLISHME	NTS	05/05/2009	ACTION REQUIRED None	CORRECTE	.D
or a.	ls t Sa	the command familiar with fety Manual, Chapter 13?	the Occupational Safety Program	as outlined in HPM 10.6	Occupational	√ Yes	□No
16.	(1)	Are goals developed in a	ccordance with departmental polic	cy?		✓ Yes	□No
C: 72 17.	(2)	Are environmental factors	s, exposure factors, and past expe	rience/trends considered	d when setting goals?	✓ Yes	□No
7	(3)	Are illness and non-serior	us/non-traumatic injuries excluded	from occupational safet	y goals?	✓ Yes	□ No
	(4)	Are goals appropriately ca	ategorized?			✓ Yes	□No
	(5) Are goals realistic?					✓ Yes	□No
	(6) Are goals consistent with departmental objectives?					✓ Yes	□No
ž ((7)	Is input from all levels cor	sidered before goals are establish	ned?		✓ Yes	□No
b. /	Are	goals being accomplished	?		£0	✓ Yes	□No
a (1)	Accurate reporting on CH	P 113, Accident and Injury Report	?		✓ Yes	□No
	2)	Are accidents increasing?				Yes	☑ No
E (3)	Are injuries increasing?				☐Yes	✓ No
b (4)	Why are they increasing/d	ecreasing? Command/Managem	ent participation, Superv	risory participation and	cooperatio	n from
UK.		officers.					
*	-1-						
(5)	Is CHP 113, Accident and	Injury Report, posted or readily a	ccessible?		✓ Yes	□No
((6)	Are employees knowledge	able about goals and achievemer	nts?		✓ Yes	☐ No
(7)	Are employees providing s	uggestions toward goal attainmer	nt?		✓ Yes	□No
2. PAR	TIC	CIPATION		05/05/2009	None	CORRECTED	
a C	Corr	nmander actively involved i	n program?			✓ Yes	□No
(1	1)	Commander active in injur	y/illness case management?			✓ Yes	□No
(2	2)	What is the commander's a	attitude regarding occupational sa	fety? The Commander's	trives for a safe work en	nvironment	for all
e.v.		employees. He addresses	occupational safety issues at all s	taff meetings and trainin	g days. The Command	er has equi	pment
		checked regularly to ensur	e it is functioning properly: i.e. ve	chicle lift, electric gates,	vehicle inspections.		
<u> </u>							

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

_						_
	(3)	Occupational safety issues discussed at staff meetings and	d training days?		✓ Yes	□ No
æ.	(4)	Are safety issues in the meeting minutes?			✓ Yes	□No
3.	(5)	Commander comments regarding safety issues in perform	ance evaluations?		✓ Yes	□ No
9	(6)	Does the commander ensure use of appropriate safety equ	uipment?		✓ Yes	☐ No
t	o. Are	e managers/supervisors actively involved in the program?			✓ Yes	□No
270	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?				□No
	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?		✓ Yes	□No
5.	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance ev	aluations?		✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance e	valuations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety e	quipment?	*	✓ Yes	□No
∷. c.	. Are	employees actively involved in the Occupational Safety Prog	gram?		✓ Yes	□No
=()	(1)	Are employees involved in their case management?				□No
2	(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
	(3)	Are they aware of the command's achievements?		3	✓ Yes	□No
	(4)	Are employees practicing safety while performing their dutie	s?		✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work prac	otices?		✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	fety?		✓ Yes	□No
	(8) I	Is employee equipment properly used and maintained?			✓ Yes	□No
3. AC	CCIDE	INT AND INJURY TRENDS	05/05/2009	ACTION REQUIRED None	CORRECTED	
a.	Com	mander's method of identifying trends? The Commander re	views all accident and in	njury reports. Įf a trend	is identifie	d, it is
Į.	discı	issed at staff meetings and training days to reduce the poten	tial recurrence of the ac	cident or injury produci	ng event.	
				2		
£.						
i.	(1) A	Are accidents and injuries being monitored to identify trends?)		✓ Yes	□No
	(2) ls	s the Occupational Safety Committee reviewing CHP 113, A og of Occupational Injuries and Illnesses, entries, prior meet	ccident and Injury Reporting minutes?	rt, OSHA 300,	✓ Yes	□No
	(3) A	are personnel in the command aware of current and potentia	I trends?		✓ Yes	□No
b.	What	corrective action has the command taken when a trend has	been identified? The C	ommander and Occupat	tional Safety	У
	Coord	dinator discuss the issue at staff meetings, evaluate the percei	ved cause, and implemen	nt additional training for	personnel:	along with
		nsing management and supervisory involvement.				

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

98	(1) Are commanders, managers, and supervisors actively implementing corrective actions?					✓ Yes		
4. (MAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	05/05/2009	ACTION REQUIRED None	CORRECTE	D		
, 8	a. W	That is the composition of the COSC? Chairman: Licutenant I	es Bishop, Coordin	ator: Sergeant Art Fleck,	Alternate Coor	dinator:		
9	Sergeant Ted Morris, Personnel Safety: Betty Sandoval, Officer Safety: Officer Ivan Lindbergh, Fleet Safety: Moc Helmersen,							
	(1)) Is there representation from each collective bargaining unit	?		✓ Yes	□No		
	(2)) Management and supervisory representation?			✓ Yes	□No		
	(3)	Command Safety Coordinator assigned?			✓ Yes	□ No		
1	(4)	Command Safety Coordinator active and effective?			✓ Yes	□No		
Ö.	(5)	Are committee assignments rotated?	A .		✓ Yes	□No		
CI	(6)	COSC meetings held quarterly?			, ✓ Yes	□No		
Zen.	(7)	Are meetings held more frequently when goals are not being	g attained?		✓ Yes	□ No		
A.	(8)	Do all committee members attend the meetings?			✓ Yes	□No		
b.	Are	e roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No		
	(1)	Do committee members understand their roles and respons	ibilities?		✓ Yes	□No		
	(2)	Is an agenda prepared prior to the meeting?			✓ Yes	□No		
	(3)	Are departmental and Division Occupational Safety meeting	s minutes readily av	ailable?	✓ Yes	☐ No		
	(4)	Are these minutes utilized for Area meetings?			✓ Yes	☐ No		
	(5)	Are assignments given during Area meetings?		£	✓ Yes	□No		
c.	Min	utes prepared for the COSC meeting?			✓ Yes	□No		
r_{χ}	(1)	Recording secretary appointed?			✓ Yes	□No		
2	(2)	Minutes posted on command's Occupational Safety Board?			✓ Yes	□No		
il.	(3)	Are minutes included in IIPP file?			✓ Yes	□No		
hi.	(4)	Minutes maintained current year, plus three?			✓ Yes	□No		
	(5)	Minutes forwarded through channels?			✓ Yes	□No		
d.	Is th	ne COSC effective?			✓ Yes	□No		
	(1)	Are COSC recommendations clear, concise and pertinent to	the command?	W.	✓ Yes	□No		
	(2)	COSC proactive to eliminate potential causes of accidents ar	nd injuries?		✓ Yes	□No		
	(3)	COSC disseminate current information and training regarding	health and safety i	ssues?	✓ Yes	□No		
e.	Do a	all personnel receive current information regarding health and	safety?		✓ Yes	□No		
f.	Are o	outside agency safety programs utilized as a resource?			✓ Yes	□ No		
g.	Doe	s the command maintain an effective health and safety comm	unications system?	<u> </u>		□No		
				•				

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	om (1.0.0 o o o o o o o o o o o o o o o o o o					
(1) Potential hazards reported on CHP 113B, Hazard Report/Ir	✓ Yes	□ No			
(2) Are findings of the 113B, Hazard Report/Inspection, report	✓ Yes	□No			
(Do all members of the command participate in distribution of	✓ Yes	□No			
(4) COSC minutes posted in a timely manner?		☐ No			
(/	5) Required posters prominently displayed?		□No			
(6	✓ Yes	□No				
(7	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?					
5. DOC	5. DOCUMENTATION EVALUATED ACTION REQUIRED None			CORRECTE	D	
ora, S A fi	✓ Yes	□No				
g: b. D	✓ Yes	□No				
c. O	OSHA 300, Log of Occupational Injury and Illnesses, utilized?				□No	
(1) Are required injuries and illnesses logged?		(0)	✓ Yes	□No	
(2) Entries made within six working days of notification of an em	ployee injury or illr	iess?	✓ Yes	□No	
(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No	
(4)	Retention according to policy?		*	✓ Yes	□No	
(5)	Readily accessible for review by Cal-OSHA?			✓ Yes	□No	
i (6)	Previous calendar year log posted during February?			✓ Yes	□No	
d. Ar	Are CHP 113s, Accident and Injury Report, compiled accurately?				□No	
Ä (1)	Commander review and sign?			✓ Yes	□No	
	CHP 113s and attachments processed in a timely manner?			✓ Yes	□No	
e. Do	Does the command utilize the CHP 113A, Safety Inspection Checklist?				□No	
(1)	(1) Are semiannual safety inspections conducted?				□No	
(2)	(2) Are safety hazards identified?				□No	
(3)	Is corrective action taken within 30 days?			✓ Yes	□No	
(4)	CHP 113A, Safety Inspection Checklist, maintained with IJPP	and retained acco	rding to policy?	✓ Yes	□No	
f. Are	unsafe conditions identified and documented on CHP 113B, Ha	azard Report/Inspe	ection?	✓ Yes	□No	
(1)	Measures taken to correct situation within 30 days?			✓ Yes	□No	
(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attache	d to IIPP?		✓ Yes	□No	
g Are	the CHP 121 series thoroughly and accurately completed?			☑ Yes	□No	
(1)	Supervisory comments in-depth, clear, and concise?			✓ Yes	□No	
()						

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

O,		, , , , , , , , , , , , , , , , , , ,				
_	(3	Routed within time frames?			✓ Yes	□No
-	n. Is	s CHP 208, Accident Prevention Report, thoroughly and accu	rately completed?		✓ Yes	□No
_	(1	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
-	(2	2) Commander review?			✓ Yes	□No
***	(3	Commander signs appropriate form?			√ Yes	□No
2.	(4) Properly routed within time limits?			✓ Yes	□No
i.	Are	e injuries and accidents documented on CHP 442, Individual	Accident, Injury and	Safety Recognition Record?	✓ Yes	□No
	(1)) Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, cur	rent?	✓ Yes	□No
רבר רים	(2)) Safety recognition emblem summary current?			✓ Yes	□No
j.	Are	e CHP 712As, Injury and Illness Prevention Program Orientat	ion and Review, kep	ot current?	✓ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Employ	yee Emergency Acti	ion Plan Review?	✓ Yes	□No
	(2)	Copies maintained with IIPP file?			✓ Yes	□No
6. IN	IJUR	RY AND ILLNESS PREVENTION PROGRAM	05/05/2009	ACTION REQUIRED Yes	05/05/20	
а.	Со	mmand specific IIPP on file?			✓ Yes	□No
,	(1)	Is the program effective?			✓ Yes	□No
rei	(2) Contains all required documents?					□No
	(3) Discussed with all employees?					
	(4) All employees understand their roles and responsibilities?					
	(5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program O	rientation and Review?	✓ Yes	□No
e	(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention	Program Orientation	✓ Yes	□No
1111	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and docum	ented?	✓ Yes	□No
	(8)	Is required documentation maintained according to policy?			☐Yes	☑ No
. cc	MM	UNICATION WITH DOSH	05/05/2009	None None	CORRECTED	
a.	Emp	ployees aware of procedures regarding DOSH inspections?			✓Yes	□No
b.	Con	nmand's documents readily available for review by DOSH Co				□No
НА	ZAR	DOUS SUBSTANCE PROGRAM	05/05/2009	None	CORRECTED	
а.	Doe	s command have a written Hazardous Substance Program fo	or substances used	within that command?	✓ Yes	□No
	(1)	Are hazardous substances identified and properly labeled?			✓ Yes	□No
	(2)	Warning signs posted?			✓ Yes	□No
	(3)	Material Safety Data Sheets readily available?			✓ Yes	□No
	(4)	Employees receive training?			✓ Yes	□No

Destroy Previous Editions

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(5) Training documented?			93	✓ Yes	□No
9,	(6) Employees informed of their right to applicable medical and e	xposure information)		✓ Yes	□No
9. F	LIAZADDOLIC EVDOCUDE CONTROL DROCDAMS	EVALUATED: 05/05/2009	None		CORRECTE)
a	a. Activities identified within command that may require exposure to	hazardous conditions	5?		✓ Yes	□No
	(1) Appropriate engineering and/or administrative controls impler	nented?			✓ Yes	□No
	(2) Protective equipment provided in accordance with bargaining	unit agreements?			✓ Yes	□No
	(3) Employees trained on use and maintenance of equipment?				✓ Yes	□No
	(4) Training documented?	17.2			✓ Yes	□No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

AREA
San Diego
Border

EVALUATED BY
Oscar R. Alva, Sergeant

DIVISION
NUMBER

NUMBER

DATE
05/11/2009

CHP 453M (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVA	al Evaluation	☐ Informal Evaluation	SUSPENSE DATE 05/12/2009			
DLLOW-UP Yes	REQUIRED NO	☐ Correction Report		COMMANDER'S REVIEW		
GOAL	S AND ACCOM		EVALUATED X	ACTION REQUIRED	CORRECTE	
	the command fan fety Manual, Cha	niliar with the Occupational Safety Prog pter 13?	gram as outlined in HPN	1 10.6, Occupational	✓ Yes	□No
(1)	Are goals deve	loped in accordance with departmental	I policy?		✓ Yes	□No
(2)	Are environme	ntal factors, exposure factors, and past	t experience/trends cons	sidered when setting goals?	✓ Yes	□No
(3)	Are illness and	non-serious/non-traumatic injuries exc	luded from occupationa	l safety goals?	✓ Yes	□No
(4)	Are goals appro	opriately categorized?			✓ Yes	□No
(5)	Are goals realis	tic?			✓ Yes	□No
(6)	Are goals consi	stent with departmental objectives?			✓ Yes	□No
(7)	Is input from all	levels considered before goals are es	tablished?		✓ Yes	□No
b. Are	e goals being acc	omplished?			✓ Yes	□No
(1)	Accurate report	ing on CHP 113, Accident and Injury F	Report?		✓ Yes	□No
(2)	Are accidents in	ncreasing?			✓ Yes	□No
(3)	Are injuries incr	easing?			Yes	☑ No
(4)	Why are they in	creasing/decreasing? Refer to supple	ement evaluation report			
(5)	Is CHP 113, Ac	cident and Injury Report, posted or rea	adily accessible?		✓ Yes	□No
(6)	Are employees	knowledgeable about goals and achie	vements?		✓ Yes	□No
(7)	Are employees	providing suggestions toward goal atta	ainment?		✓ Yes	□No
PARTI	CIPATION		EVALUATED	ACTION REQUIRED	CORRECTE	D
a. Co	mmander actively	/ involved in program?	<u>-</u>		✓ Yes	□No
(1)	Commander ac	tive in injury/illness case management	?		✓ Yes	□No
(2)	What is the com	mander's attitude regarding occupation	anal safety? Defer to av	anlament qualitation report		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(3)	Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?	✓ Yes	□No
	(5)	Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
b.	Are	e managers/supervisors actively involved in the program?	✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?	✓ Yes	□No
	(2)	Do they have the appropriate attitude?	✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	✓ Yes	□No
	(5)	Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
C.	Are	employees actively involved in the Occupational Safety Program?	✓ Yes	□No
	(1)	Are employees involved in their case management?	✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?	✓ Yes	□No
	(3)	Are they aware of the command's achievements?	✓ Yes	□No
	(4)	Are employees practicing safety while performing their duties?	✓ Yes	☐ No
	(5)	Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?	✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?	✓ Yes	□No
3. A	CCID	DENT AND INJURY TRENDS EVALUATED X	CORRECTED).
a,	Cor	mmander's method of identifying trends? Refer to supplement evaluation report.	1	
	(1)	Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
	(2)	Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
	(3)	Are personnel in the command aware of current and potential trends?	✓ Yes	□No
b.	Wh	at corrective action has the command taken when a trend has been identified? Refer to supplement report.		

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AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1)	Are comma	anders, ma	nagers, and	supervisors	actively imple	menting co	rrective action	ons?	✓ Yes	□No
4. C	OM	AND OCCL	JPATIONA	L SAFETY C	OMMITTEE	(COSC)	EVALUATED	Х	ACTION REQUIRED	CORRECTED	
a	. W	at is the cor	nposition o	f the COSC?	Refer to su	ipplement eva	luation rep				
									411		
	(1)	Is there rep	oresentatio	n from each	collective ba	rgaining unit?				✓ Yes	□No
	(2)	Manageme	ent and sup	ervisory repr	esentation?					✓ Yes	☐ No
	(3)	Command	Safety Cod	ordinator assi	gned?					✓ Yes	□No
	(4)	Command	Safety Cod	ordinator activ	ve and effec	tive?				✓ Yes	□No
	(5)	Are commi	ttee assign	ments rotate	d?				*	✓ Yes	□No
	(6)	COSC mee	etings held	quarterly?						☐ Yes	✓ No
	(7)	Are meetin	gs held mo	re frequently	when goals	are not being	g attained?			✓ Yes	□No
	(8)	Do all com	mittee men	nbers attend	the meeting	s?				✓ Yes	□No
b.	. Are	e roles and re	esponsibilit	ies defined ir	accordanc	e with IIPP?				✓ Yes	□ No
	(1)	Do commit	tee membe	rs understan	d their roles	and responsi	ibilities?			✓ Yes	□No
	(2)	Is an agen	da prepare	d prior to the	meeting?					✓ Yes	□No
	(3)	Are departi	mental and	Division Occ	cupational S	afety meeting	s minutes r	eadily availa	ble?	✓ Yes	□No
	(4)	Are these r	minutes util	ized for Area	meetings?					✓ Yes	□No
	(5)	Are assign	ments give	n during Area	meetings?					✓ Yes	□No
C.	Mir	nutes prepare	ed for the C	OSC meetin	g?					✓ Yes	□No
	(1)	Recording	secretary a	ppointed?						✓ Yes	□No
	(2)	Minutes po	sted on co	mmand's Oc	cupational S	afety Board?				✓ Yes	□No
	(3)	Are minute	s included	in IIPP file?						Yes	☑ No
	(4)	Minutes ma	aintained c	urrent year, p	lus three?					✓ Yes	□No
	.(5)	_Minutes for	warded thr	ough_channe	els?				*		- No
d.	Ist	he COSC ef	fective?							✓ Yes	□No
	(1)	Are COSC	recommen	dations clear	, concise ar	nd pertinent to	the comm	and?		✓ Yes	□No
	(2)	COSC proa	active to eli	minate poter	tial causes	of accidents a	ınd injuries	?		✓ Yes	□No
	(3)	COSC diss	eminate cu	rrent informa	ition and tra	ining regardin	g health ar	nd safety issu	ues?	✓ Yes	□No
e,	Do	all personne	el receive c	urrent inform	ation regard	ling health and	d safety?			✓ Yes	□No
fa	Are	outside age	ncy safety	orograms util	ized as a re	source?				✓ Yes	□No
g.	Do	es the comm	and mainta	ain an effecti	ve health ar	nd safety com	munication	s system?			□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

_						
	(*) Potential hazards reported on CHP 113B, Hazard Report/In:	spection?		☐ Yes	✓ No
	(2) Are findings of the 113B, Hazard Report/Inspection, report of	✓ Yes	□No		
	(3) Do all members of the command participate in distribution o	f safety and health inforn	nation?	✓ Yes	□ No
	(4) COSC minutes posted in a timely manner?			✓ Yes	□No
	(5) Required posters prominently displayed?			✓ Yes	□ No
	(6) COSC maintain the Command Occupational Safety Bulletin	Board?		✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Boa	rd contents assigned to	specific members?	✓ Yes	□No
5.	DOC	JMENTATION	EVALUATED X	ACTION REQUIRED .	CORRECTED)
		TD 261s, Authorization to Use Privately Owned Vehicles on St. ed in the employee's field folder?	ate Business, completed	annually and	✓ Yes	□ No
		MV INF 254, Government Agency Request for Driver License/I request driver's license record check and filed in the employed		rmation, utilized	Yes	✓ No
	c. O	SHA 300, Log of Occupational Injury and Illnesses, utilized?		✓ Yes	□ No	
	(1	Are required injuries and illnesses logged?		✓ Yes	□ No	
	(2) Entries made within six working days of notification of an em	✓ Yes	□No		
	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	☐ No		
	(4	Retention according to policy?	✓ Yes	□No		
	(5	Readily accessible for review by Cal-OSHA?	✓ Yes	□No		
	(6	Previous calendar year log posted during February?		✓ Yes	□No	
	d. A	e CHP 113s, Accident and Injury Report, compiled accurately	?		✓ Yes	□No
	(1	Commander review and sign?			✓ Yes	□No
	(2	CHP 113s and attachments processed in a timely manner?			✓ Yes	□No
	e. D	pes the command utilize the CHP 113A, Safety Inspection Che	ecklist?		✓ Yes	□No
	(1	Are semiannual safety inspections conducted?			✓ Yes	□ No
	(2	Are safety hazards identified?			✓ Yes	□No
	(3	Is corrective action taken within 30 days?	n n		- Yes	✓ No
	(4	CHP 113A, Safety Inspection Checklist, maintained with IIP	g to policy?	Yes	☑ No	
	f. Ar	e unsafe conditions identified and documented on CHP 113B,	Yes	✓ No		
	(1	Measures taken to correct situation within 30 days?			✓ Yes	□No
	(2	Copy of CHP 113B, Hazard Report/Inspection, filed or attac	hed to IIPP?		☐ Yes	✓ No
	g. A	e the CHP 121 series thoroughly and accurately completed?			✓ Yes	☐ No
	(1	Supervisory comments in-depth, clear, and concise?			✓ Yes	□ No
	(2	Commander signature on appropriate forms?	-11		✓ Yes	□ No
		0				

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AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

_									
	(3)	Routed withi	n time frames?					✓ Yes	□No
h	. Is (CHP 208, Acc	dent Prevention Repo	ort, thoroughly and accura	tely completed?	>		✓ Yes	□No
	(1)	Supervisor of	omments in-depth, cl	ear, and concise?				✓ Yes	□No
	(2)	Commander	review?					✓ Yes	□No
	(3)	Commander	signs appropriate for	m?				✓ Yes	□No
	(4)	Properly rou	ted within time limits?					✓ Yes	□No
i.	Are	injuries and a	ccidents documented	on CHP 442, Individual A	.ccident, Injury a	and Safet	y Recognition Record?	✓ Yes	□No
	(1)	Are CHP 44	2s, Individual Acciden	nt, Injury and Safety Recog	nition Record, o	current?		✓ Yes	□No
	(2)	Safety recog	nition emblem summ	ary current?				☐ Yes	☑ No
j.	Are	CHP 712As,	njury and Illness Prev	vention Program Orientation	on and Review,	kept curr	ent?	✓ Yes	□No
	(1)	Is specific sa	lfety training docume	nted on CHP 712, Employ	ee Emergency ,	Action Pla	an Review?	✓ Yes	□No
	(2) Copies maintained with IIPP file?						✓ Yes	□No	
6. II	NJUR	Y AND ILLNE	SS PREVENTION P	ROGRAM	EVALUATED X		ACTION REQUIRED	CORRECTED	
а	Col	mmand specif	ic IIPP on file?				101	✓ Yes	□No
	(1) Is the program effective?					✓ Yes	□No		
	(2) Contains all required documents?					✓ Yes	□No		
	(3) Discussed with all employees?						✓ Yes	□No	
	(4)	All employee	s understand their ro	les and responsibilities?				✓ Yes	□No
	(5)	Each employ	ree completed CHP 7	12A, Injury and Illness Pre	evention Progra	m Orient	ation and Review?	✓ Yes	□No
	(6)	New employ and Review?		olete CHP 712A, Injury and	I Illness Preven	tion Prog	ram Orientation	✓ Yes	□No
	(7)	Are unsafe h	azards or conditions	identified, investigated, co	orrected, and do	cumente	d?	✓ Yes	□No
	(8)	Is required d	ocumentation mainta	ined according to policy?				☐ Yes	☑ No
7. C	ОММ	UNICATION	WITH DOSH		EVALUATED X		ACTION REQUIRED	CORRECTED	
a.	Em	ployees awar	e of procedures regar	rding DOSH inspections?				✓ Yes	□No
b.	b. Command's documents readily available for review by DOSH Compliance Officer?				✓ Yes	□No			
в. н	AZAF	RDOUS SUBS	STANCE PROGRAM		EVALUATED X		ACTION REQUIRED	CORRECTED	
a.	Doe	es command l	nave a written Hazard	dous Substance Program f	or substances ι	used with	in that command?	✓ Yes	□No
	(1)	Are hazardo	us substances identifi	ied and properly labeled?				✓ Yes	□No
	(2)	Warning sign	is posted?					✓ Yes	□No
	(3)	Material Safe	ety Data Sheets readi	ly available?				✓ Yes	□No
	(4)	Employees r	eceive training?					✓ Yes	□No

STATE OF CALIFORNIA
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AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

		✓ Yes	□No
al and exposure information	on?	✓ Yes	□No
EVALUATED X	ACTION REQUIRED	CORRECTED	
sure to hazardous condition	ons?		□No
implemented?		✓ Yes	□No
gaining unit agreements?		✓ Yes	□No
nent?			□No
		✓ Yes	☐ No
	EVALUATED X sure to hazardous condition implemented? gaining unit agreements?	sure to hazardous conditions? implemented? gaining unit agreements?	all and exposure information? EVALUATED ACTION REQUIRED CORRECTED

1. GOALS AND ACCOMPLISHMENTS

- a. The San Diego Area Command is familiar with the Occupational Safety Program. Area Occupational Safety goals are set realistically according to past experiences and trends, as well as other factors. The Command categorizes goals appropriately and are consistent with departmental objectives.
- b. Currently, the command is meeting its goals in all categories. In 2008, injuries decreased and accidents remained relatively the same compared with 2007. However in 2009, there has been a sharp increase in on duty traffic accidents. The causes are attributed to young, less experienced officers being involved in collisions.

Accidents and Injuries are accurately being reported on the CHP 113. The CHP 113 is not routinely posted, however it is accessible and available for review by any employee in the clerical and Area Occupational Safety Coordinator's file.

Employees are knowledgeable of Area goals and objectives related to Occupational Safety. Employees are reminded of Occupational Safety goals during briefings, training days and monthly/yearly evaluations. During training days, briefings and the Quarterly Area Occupational Safety Committee meeting, employees are strongly encouraged to provide input towards attaining our goals.

2. PARTICIPATION

- a. The Area Commander attends the Division Occupational Committee meetings which are held via conference call on a quarterly basis. The Commander also attends the Area Occupations Safety Committee meeting held quarterly. At staff meetings, injuries and accidents are discussed, and the Commander encourages his managers and supervisors to relay pertinent safety information to uniform and non uniform employees. He monitors closely all injuries and accidents providing guidance and input in an effort to avoid recidivism. The Commander also collaborates with the Area Occupational Safety Committee/Coordinator and Area Training officer in promoting and coordinating programs such as officer safety training, the Rodeo Defensive Driving Course and the DETO program, in an effort to reduce the occupational safety mishaps.
- b. Managers and supervisors are proactive and aggressive in their approach to occupational safety awareness. At each staff meeting, occupational safety concerns and the latest accidents/injuries are discussed. Supervisors keep managers well-informed on recent accidents/injuries and the cause of those

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incidents. If deemed necessary, corrective measures are implemented immediately to avoid another accident. Moreover, when appropriate, employees are retrained, counseled or reprimanded if the accident or injury was determined to be preventable. Employees, injured while in the performance of their duties, are monitored closely and provided every resource and convenience available to facilitate their recovery and return to full duty. Supervisors, as well as managers, discuss and comment frequently on Occupational Safety issues and concerns during briefings and monthly/yearly evaluations. Of significance, practically every CHP monthly evaluation form contains an *Occupational Safety Tip* to reinforce the importance of safety in the work environment.

c. Every employee assigned to San Diego Area is involved in the Occupational Safety Program. Uniform and non-uniform employees have a solid grasp of the Area Occupational Safety goals. Occupational Safety achievements are awarded during briefings and training days. Employees are encouraged to provide suggestions and input regarding unsafe working conditions and areas where occupational safety can be improved. Furthermore, employees participate quarterly during the Area Occupational Safety Committee meetings and have proven invaluable and very effective in achieving Occupational Safety improvement and success. Officers involved in preventable accidents and injuries are assigned for one year to the Area Occupational Safety Committee. They are encouraged to discuss their respective incident and provide insight as to its causation and lessons learned.

The Training Officer ensures weapons are inspected annually and O/C spray date of expiration is within policy. Moreover, the training officer provides constant reminders on the proper use of equipment during field training exercises.

The San Diego Automotive Service Mechanic ensures the fleet is properly maintained and serviced every 5,000 miles. Updates are provided to personnel regarding patrol vehicle performance and irregularities such as rapid loss of tire deflation.

3. ACCIDENT AND INJURY TRENDS

a. The San Diego Area Commander reviews each accident and injury that occurs within the command. He analyzes the incident and compares it with previous incidents to determine if they are similarities to identify negligent trends. The Area Occupational Safety Coordinator also reviews every accident and injury to identify trends that can be corrected to eliminate unsafe habits and hazardous exposure.

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The Occupational Safety Committee also reviews the CHP 113, OSHA 300, and prior meeting minutes. They discuss preventable accidents and injuries as well as notable incidents that can impact employees. Trends are discussed and shared with all employees during briefings and training days.

b. When trends are identified, the Area implements programs and procedures that will address these issues of concern; such is the case with recent preventable traffic accidents. Area has identified that younger, less experienced officers, combined with fatigue, have been responsible for these collisions. DETO ride alongs, commentary driving, and an upcoming RODEO defensive driving course has been implemented to address this trend. Moreover, interim reporting has been utilized to address the more serious and repetitive problems. Supervisor semi-annual ride alongs, briefings, safety training videos, and monthly and annual comments reinforce the importance of occupational safety.

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)

- a. The COSC is comprised of the Area Commander, who is the chairperson, and the assigned sergeant serving as the Command Occupational Safety Coordinator. The committee members represent all facets of the workforce within the Command. Clerical, ASM, officers, supervisors and managers are represented and appointed to sub-committee to serve for the calendar year. The sub-committees are: Patrol Safety, Motorcycle Safety, Officer Survival, and Personal Safety. Members are rotated annually and selection is based on experience, expertise, and involvement in a preventable accident and/or injury. All members are required to attend the COSC meetings. COSC meetings are held quarterly, although recently there have been a few cancellations.
- b. Members are assigned to the aforementioned sub-committees with clearly defined roles and responsibilities. An agenda is prepared prior to the meeting which covers old and new business items. Furthermore, the Division Occupational Safety Committee minutes are briefed and disseminated to all Area personnel. They are utilized to give employees direction.
 - Any issues requiring corrective measures are assigned to the respective sub-committee for action. Follow-up is conducted and discussed at the following COSC meeting.
- c. Minutes are prepared for the COSC meeting. The minutes are sent to the Commander for review and approval then forwarded to Division. The current minutes are posted on the Occupational Safety Board in the briefing room.

- d. Recommendations by the COSC are implemented as resources allow. The Area COSC is very proactive and clear in its objectives: to reduce hazards that contribute to occupational accidents and injuries through a continuing safety program, to review accident and injury reports with an emphasis towards identifying trends, to identify short and long term safety goals and implement programs and projects to achieve those goals.
- e. Training handouts and safety awareness memorandums are disseminated to Area employees periodically. Employees are kept apprised of any unsafe practices, illnesses, and trends.
- f. The COSC minutes have not been posted in a timely manner; however, that will be remedied in future postings. Required safety posters are displayed prominently in the briefing room accessible to all Area employees. The Area Occupational Safety Coordinator is responsible for updating the bulletin board and ensuring all safety correspondence is handed out to employees in a timely manner.

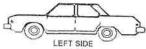
5. DOCUMENTATION

- a. The STD 261 form (Authorization to Use Privately Owned Vehicles on State Business) is signed and updated annually during the performance appraisal review. The form is on file in every employee's personnel folder.
- b. During the completion of the annual CHP 118, performance appraisal review, the Area supervisors check on the status of the employee's driver's license, to ensure all employees possess a valid driver's license.
- c. Entries on the OSHA 300 (Log of Occupations Injury and Illnesses are utilized to document Area employee illnesses and injuries. All incidents are logged within six working days of the notification of an employee injury/illness. Entries of lost time and limited duty are recorded as accurately as possible. The logs are maintained for five years plus the current year and are available for review and examination by Cal-OSHA representatives. The OSHA 300 is clearly posted in the Area lunch room and accessible for review by all employees.
- d. The CHP 113s are prepared and completed by assigned clerical staff under the close direction of the Occupational Safety Coordinator. Prior to submission, the Occupational Safety Coordinator reviews the CHP 113 and compares the data to the documented Area accidents and injury/illnesses for accuracy and consistency. The CHP 113 is submitted to the Area Commander for his review, approval, and submission to Division in a timely fashion.

- e. The Occupational Safety Coordinator is responsible for completing the semiannual CHP 113A Safety Inspection Checklist. The inspections are conducted accordingly where safety hazards are identified and remedied. In the past, corrective action has exceeded the 30 day limit, but this was due to delays with the contractor. The CHP 113As are maintained in the IIPP as well as the Area files.
- f. The San Diego Area does not utilize the CHP 113B, Hazard Report Inspection. Nevertheless, hazardous conditions are reported immediately and addressed within a reasonable time framed. Depending on the situation and conditions resolution or repair may go beyond the 30 day time limit.
- g. The CHP 121 packages are completed by supervisors and managers upon knowledge of the injury or illness. All forms are accurately completed and reviewed by managers prior to submission to SCIF. The required documentation is sent to SCIF within the required 24 hour time period. If the CHP 121 package is not completed within the aforementioned time period, the CHP 121 face page is fax to SCIF as a preliminary report pending the submission of the entire package. The Commander reviews and approves every CHP 121 filed by all employees.
- h. The CHP 208, Accident Prevention Report, is completed within the specified time frame. Supervisors document the details of the incident with accuracy, thoroughness and clarity. The Commander reviews and approves every CHP 208 for proper documentation and trend identification.
- i. Recordable accidents and injuries are documented on the CHP 442, Individual Accident, Injury, and Safety Recognition Record. The CHP 442 is updated simultaneously as the CHP 121 and CHP 208 are processed by clerical staff. The CHP 442 is kept on file in a separate binder in the clerical office. The Safety Recognition Emblem Summary is maintained and updated. Sergeants are required to review the officer's safety summary during their CHP 118 annual appraisal. At present, the Safety Recognition Emblem Board is not current, but the Occupational Safety Coordinator is in the process of updating the board which is located in the office hallway.
- j. The CHP 712A, Injury and Illness Prevention Orientation and Review, are kept current and maintained in the employee's personnel folder. Every new and recently transferred officer is required to review the IIPP, as well as annually during their CHP 118 annual appraisal.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL MEXICO STOLEN VEHICLE REPORT NOTE CHP 180 IS FURNISHED TO ALL PEACE OFFICERS BY THE CALIFORNIA HIGHWAY PATROL CHP 180 (Rev. 12-06) OPI 062 REPORTING DEPARTMENT LOCATION CODE DATE / TIME OF REPORT NOTICE OF STORED VEHICLE 6-24-09/15/0 STOLEN FROM ODOMETER READING VIN CLEAR IN SVS? YES LIC. CLEAR IN SVS? YES VEHICLE IDENTIFICATION ENGINE NO. VALUATION BY YOFFICER OWNER 0-300 301-4000 4001+ 5 REGISTERED OWNER LEGAL OWNER SAME AS RIO MAUAMA STORED IMPOUNDED RELEASED RECOVERED - VEHICLE / COMPONENT TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE) STORAGE AUTHORITY / REASON TOWED TO / STORED AT AIRBAG? DRIVEABLE? VIN SWITCHED? YES NO YES NO JUNK YES NO CONDITION YES NO ITEMS ITEMS YES YES NO ITEMS TIRES / WHEELS CONDITION WRECKED SEAT (FRONT) REGISTRATION CAMPER LEFT FRONT BURNED HULK per 431(c) VC SEAT (REAR) ALT. / GENERATOR VESSEL AS LOAD RIGHT FRONT VANDALIZED RADIO BATTERY FIREARMS LEFT REAR ENG / TRANS STRIP TAPE DECK DIFFERENTIAL OTHER RIGHT REAR MISC PARTS STRIP TAPES TRANSMISSION SPARE BODY METAL STRIP OTHER RADIO AUTOMATIC HUB CAPS SURGICAL STRIP per 431(b) VC IGNITION KEY MANUAL SPECIAL WHEELS RELEASE VEHICLE TO R/O OR AGENT AGENCY HOLD GARAGE PRINCIPAL / AGENT STORING VEHICLE (SIGNATURE) 22850,3 VC DATE / TIME NAME OF PERSON / AGENCY AUTHORIZING RELEASE I.D. NO. DATE CERTIFICATION: I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM LEGALLY AUTHORIZED AND ENTITLED TO TAKE POSSESSION OF THE ABOVE DESCRIBED VEHICLE. SIGNATURE OF PERSON AUTHORIZING RELEASE SIGNATURE OF PERSON TAKING POSSESSION STOLEN VEHICLE / COMPONENT EMBEZZLED VEHICLE PLATE(S) REPORT DATE / TIME REPORTED PARTY (R/P) ADDRESS OF RIP I CERTIFY OR DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF SIGNATURE OF PERSON MAKING REPORT THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT. Navamo REMARKS [LIST PROPERTY, TOOLS, VEHICLE DAMAGE, ARRESTS] DRIVER'S NAME ARRESTED / SECTION? CARGO / TYPE? YES NO YES NO BILL OF LADING ATTACHED











SIGNATURE OF OFFICER TAKING REPORT

1364

SUPERVISOR

REQUIRED NOTICES SENT TO REGISTERED
AND LEGAL OWNERS PER 22852 VC?

YES DATE NOTIFIED

6. INJURY AND ILLNESS PREVENTION PROGRAM

a. The Command has prepared an IIPP program specific for the Area's needs. The program has been fairly effective considering the gradual reduction in preventable injuries and illnesses experienced by personnel. The IIPP contains the required documents and is reviewed by all employees upon first arriving at the Area, and yearly during the employee's annual appraisal. These reviews are documented in the form of signed memorandums and yearly log entries, respectively. Any unsafe hazards are identified and corrected accordingly.

The IIPP was updated in 2008. However, there are a few deficiencies in updates that will be rectified by the Occupational Safety Coordinator. The latest DOSC and COSC minutes, list of the COSC members, CHP 113A, and the 2009 Area Occupational Safety Goals need to be included.

The Area Motorcycle squad recently received a Commissioner's Unit Citation for safety. During 2008, the squad rode over one million miles without a single preventable collision.

7. COMMUNICATION WITH DOSH

a. The Administrative Lieutenant and Sergeant, and the OSS II are the point of contact should a DOSH compliance officer come to the Area to conduct a compliance inspection. Required documents are available upon request.

8. HAZARDOUS SUBSTANCE PROGRAM

a. The Command possesses a Hazardous Substance Program in the form of Hazardous Material Business Plan which is located the Area IIPP. Points of contact, evacuation and emergency procedures, and training descriptions are outlined in the plan.

Warning signs are posted at critical points around the office and grounds. Safety, precautionary, danger, and cleanliness advisories are posted in restrooms, the electrical room, fuel station, office hallway, and other locations of significance.

The Material Safety Data Sheets are located in two clearly visible locations: in the clerical office, on the wall adjacent to the break room and in the ASM office.

Chapter 12 Area Self Inspection CHP 453M May 5, 2009

Employees have received training in the form of First Responder Awareness (FRA) Training, including uniformed and non-uniformed employees. Employees receive yearly training and it is documented in their training/personnel file. In April of 2009, clerical and ASM personnel received FRA training which included first aid, facility security and bomb training.

9. HAZARDOUS EXPOSURE CONTROL PROGRAM

a. Substances have been identified within the Command that may expose personnel to hazards. In 1993, Facilities Section determined there was asbestos present within areas of the Area office. As a result, a memorandum was prepared and forwarded to every employee heightening their awareness and prevention to asbestos. In 2001, an amendment memorandum was prepared reminding employees of the presence of asbestos, outlining the survey report as well as the issues related to exposure.

In the event of a hazardous exposure, there is a process to report and mitigate the danger. In addition, a CHP 121 is prepared to document the exposure incident. Recently, a complete facilities inspection was conducted where electrical wiring, outlets, lighting, and other deficiencies were identified. The Administrative Sergeant is currently rectifying every identified discrepancy. The aforementioned list is attached to a CHP 113A and located within the IIPP.

Every employee is trained in the use of safety equipment. Gloves, protective masks, pocket mask, and first aids kits are available to every employee. They are trained in the use and maintenance of the equipment. As stated above, clerical and ASM personnel received training which included first responder and first aid training.

Our ASM personnel are also trained in the operation and inspection of fire extinguishers, hazardous waste storage procedures and the operation and inspection of the fuel station. Fourth quarter of 2008, an extensive inspection of the fuel station was conducted where several hazards and leaks were discovered. Currently the leaks and hazards are being repaired.

All training received by personnel is documented in their personnel or training file.

STATE OF CALIFORNIA
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COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1 of 2	⊃ac	зе	1	of	2
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Command: San Onofre I.F.	Division: Border	Chapter: 15, Occupational Safety
Inspected by: Serger	ant Griffith	Date: 5/6/2009

number of the inspection in the Chapter shall be routed to and its due date. This	e typed. Check appropriate boxes as necessary, on the land of the	next level of command where the document practices, suggestions for statewide
TYPE OF INSPECTION Division Level Command Lo	Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ⊠ No	Forward to: Border Division Due Date:	
Chapter Inspection: Occupation Inspector's Comments Regard None.		
Command Suggestions for Sta None. The Department's Occu	atewide Improvement: pational Safety program is very comp	rehensive.
Inspector's Findings:		
None.		

Commander's Response:
Concur or Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments:	Shall address non	concurrence by commander	(e.g.,	findings revised,	findings	unchanged,
etc.)						

None.

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COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: San Onofre I.F.	Division: Border	Chapter: 15, Occupational Safety
Inspected by: Sergea	Date: 5/6/2009	

Required Action	E INTO TO CHARLES AND THE WORLD IN COMPANY OF THE PARK SHEET
Corrective Action Plan/Timeline	

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	5/4/09
	INSPECTOR'S SIGNATURE	DATE 5/1/05
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION		NUMBER
651	601		12
EVALUATED BY			DATE
George Griffith	, Sgt.	1	04/07/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation	Informal Evaluation	SUSPENSE DATE 03/01/2010		3		
FOLLOW-UP REQUIRED Yes V No	☐ Correction Report	COMMANDER'S REV	new	¥	DATE 3/	6/09
1. GOALS AND ACCOMPLIS	SHMENTS	EVALUATEO X	ACTION REQUIRED		CORRECTE	D
Is the command familia Safety Manual, Chapter	r with the Occupational Safety Progr r 13?	am as outlined in HP	M 10.6, Occupational	i	✓ Yes	□No
(1) Are goals develope	ed in accordance with departmental p	policy?			✓ Yes	□No
(2) Are environmental	factors, exposure factors, and past e	experience/trends cor	nsidered when setting go	oals?	✓ Yes	□No
(3) Are illness and non-	-serious/non-traumatic injuries exclu	ded from occupation	al safety goals?	P	✓ Yes	□ No
(4) Are goals appropria	ately categorized?		1		✓ Yes	□No
(5) Are goals realistic?					✓ Yes	□No
(6) Are goals consisten	t with departmental objectives?			F1	✓ Yes	□No
(7) Is input from all leve	els considered before goals are estal	olished?		38	✓ Yes	□ No
b. Are goals being accomp	lished?	1		3	✓ Yes	□No
(1) Accurate reporting of	on CHP 113, Accident and Injury Rep	oort?		5	√ Yes	□No
(2) Are accidents increa	asing?				☐Yes	✓ No
(3) Are injuries increasing	ng?			Ť	☐ Yes	☑ No
(4) Why are they increase	sing/decreasing?			Į		
			<u> </u>			
				3		
(5) Is CHP 113, Acciden	t and Injury Report, posted or readil	y accessible?			✓ Yes	□No
(6) Are employees know	rledgeable about goals and achiever	ments?			✓ Yes	□No
(7) Are employees provide	ding suggestions toward goal attainr	ment?			✓ Yes	□No
PARTICIPATION		EVALUATED X	ACTION REQUIRED	8	CORRECTED)
a. Commander actively invo	lved in program?				✓ Yes	□No
(1) Commander active in	(1) Commander active in injury/illness case management?					□No
(2) What is the command	der's attitude regarding occupational	safety?				

STATE OF CALIFORNIA
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AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

(3) Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No
(4) Are safety issues in the meeting minutes?	✓ Yes	□No
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
(6) Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
b. Are managers/supervisors actively involved in the program?	✓ Yes	□No
(1) Are managers/supervisors involved in case management?	✓ Yes	□No
(2) Do they have the appropriate attitude?	✓ Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
(4) Are supervisors monitoring employees' efforts?	✓ Yes	□No
(5) Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
(6) Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
(7) Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
c. Are employees actively involved in the Occupational Safety Program?	✓ Yes	□No
(1) Are employees involved in their case management?	✓ Yes	□ No
(2) Are employees knowledgeable about safety goals?	✓ Yes	□No
(3) Are they aware of the command's achievements?	✓ Yes	□ No
(4) Are employees practicing safety while performing their duties?	✓ Yes	□No
(5) Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
(6) Do employees work cooperatively to minimize hazards?	✓ Yes	□No
(7) Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
(8) Is employee equipment properly used and maintained?	✓ Yes	□No
ACCIDENT AND INJURY TRENDS EVALUATED X ACTION REQUIRED	CORRECTED)
a. Commander's method of identifying trends? Utilizing statistics and communicating with other commanders w	ith like comr	nands,
(1) Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
(3) Are personnel in the command aware of current and potential trends?	✓ Yes	□No
b. What corrective action has the command taken when a trend has been identified? Discuss trends in the Occup	ational Safety	y Committee
and develop an action plan to correct/prevent the adverse situation.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

(1) Are commanders, managers, and supervisors actively implementing corrective actions?		✓ Yes	□ No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) EVALUATED X	2	CORRECTE	D
a. What is the composition of the COSC? See Attachment.			
	2		
	×		
(1) Is there representation from each collective bargaining unit?		✓ Yes	□No
(2) Management and supervisory representation?	2		□No
(3) Command Safety Coordinator assigned?		✓ Yes	□No
(4) Command Safety Coordinator active and effective?		✓ Yes	□No
(5) Are committee assignments rotated?		✓ Yes	□No
(6) COSC meetings held quarterly?	37	✓ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	6	✓ Yes	□No
(8) Do all committee members attend the meetings?	E	✓ Yes	□ No
b. Are roles and responsibilities defined in accordance with IIPP?		✓ Yes	□No
(1) Do committee members understand their roles and responsibilities?		✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?		✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?		✓ Yes	□No
(4) Are these minutes utilized for Area meetings?	5	✓ Yes	□No
(5) Are assignments given during Area meetings?		✓ Yes	□No
c. Minutes prepared for the COSC meeting?	12	✓ Yes	□No
(1) Recording secretary appointed?		✓ Yes	□No
(2) Minutes posted on command's Occupational Safety Board?	3 3	✓ Yes	□No
(3) Are minutes included in IIPP file?		✓ Yes	□No
(4) Minutes maintained current year, plus three?		✓ Yes	□No
(5) Minutes forwarded through channels?	8	✓ Yes	□No
d. Is the COSC effective?	A	✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?		✓ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	1	✓ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues?		✓ Yes	□No
e. Do all personnel receive current information regarding health and safety?		✓ Yes	□No
f. Are outside agency safety programs utilized as a resource?		☐ Yes	☑ No
g. Does the command maintain an effective health and safety communications system?	8	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	V	Yes	□No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	V	Yes	□No
(3) Do all members of the command participate in distribution of safety and health information?	✓	Yes	□No
(4) COSC minutes posted in a timely manner?	✓	Yes	□No
(5) Required posters prominently displayed?	V	Yes	□No
(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓	Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓	Yes	□No
5. DOCUMENTATION EVALUATED X	COR	RECTED)
a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	/	Yes	□No
b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?		Yes	☑ No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓	Yes	□No
(1) Are required injuries and illnesses logged?	V	Yes	□No
(2) Entries made within six working days of notification of an employee injury or illness?		Yes	□No
(3) Is lost-time and limited-duty documentation accurate?		Yes	□No
(4) Retention according to policy?	V	Yes	□No
(5) Readily accessible for review by Cal-OSHA?	V	Yes	□No
(6) Previous calendar year log posted during February?	V	Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?	V	Yes	□No
(1) Commander review and sign?	V	Yes	□No
(2) CHP 113s and attachments processed in a timely manner?	V	Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	/	Yes	□No
(1) Are semiannual safety inspections conducted?	V	Yes	□No
(2) Are safety hazards identified?	V	Yes	□No
(3) Is corrective action taken within 30 days?	V	Yes	□No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	V	Yes	□No
f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	V	Yes	□No
(1) Measures taken to correct situation within 30 days?	V	Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	V	Yes	□No
g. Are the CHP 121 series thoroughly and accurately completed?	✓	Yes	□No
(1) Supervisory comments in-depth, clear, and concise?	✓.	Yes	□No
(2) Commander signature on appropriate forms?	✓.	Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

a. Employees aware of procedures regarding DOSH inspections? b. Command's documents readily available for review by DOSH Compliance Officer? EVALUATED X CORRECTED X Poss ACTION REQUIRED CORRECTED X Yes	
(1) Supervisor comments in-depth, clear, and concise? (2) Commander review? (3) Commander review? (4) Properly routed within time limits? (5) Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record? (7) Yes (1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current? (2) Safety recognition emblem summary current? (3) Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current? (3) Expectific safety training documented on CHP 712, Employee Emergency Action Plan Review? (4) Copies maintained with IlPP file? (5) INJURY AND ILLNESS PREVENTION PROGRAM (6) INJURY AND ILLNESS PREVENTION PROGRAM (7) Are unsafe hazards or conditions and responsibilities? (8) Discussed with all employees? (9) Contains all required documents? (1) Is the program effective? (2) Contains all required documents? (3) Discussed with all employees? (4) All employees understand their roles and responsibilities? (5) Each employees understand their roles and responsibilities? (6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review? (7) Are unsafe hazards or conditions identified, investigated, corrected, and documented? (7) Yes (8) Is required documentation maintained according to policy? (7) COMMUNICATION WITH DOSH (8) Is required documents readily available for review by DOSH Compliance Officer? (8) Is required documents readily available for review by DOSH Compliance Officer? (9) Yes (1) Pressure Action Required (1) Pressure Action Required (1) Pressure Action Required (1) Pressure Action Required (2) Pressure Action Required (3) Command's documents readily available for review by DOSH Compliance Officer? (6) Revenuents readily available for review by DOSH Compliance Officer? (7) Pressure Action Required (8) Revenuents readily available for review by DOSH Compliance Officer?	□ No
(2) Commander review? (3) Commander signs appropriate form? (4) Properly routed within time limits? (5) Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record? (7) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current? (8) Safety recognition emblem summary current? (9) Yes (1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review? (2) Copies maintained with IIPP file? (3) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review? (9) Copies maintained with IIPP file? (1) Is the program effective? (1) Is the program effective? (2) Contains all required documents? (3) Discussed with all employees? (4) All employees understand their roles and responsibilities? (5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review? (6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review? (7) Are unsafe hazards or conditions identified, investigated, corrected, and documented? (8) Is required documentation maintained according to policy? (7) Are unsafe hazards or procedures regarding DOSH inspections? (8) Is required documents readily available for review by DOSH Compliance Officer? (9) Yes (10) COMMUNICATION WITH DOSH (11) EMALUATED (12) ACTION REQUIRED (13) CORRECTED (24) Yes (14) ALCHON REQUIRED (15) CORRECTED (16) New employees aware of procedures regarding DOSH inspections? (17) Are unsafe hazards or conditions identified, investigated, corrected, and documented? (17) Yes (18) Sequired documentation maintained according to policy? (19) COMMUNICATION WITH DOSH (18) ACTION REQUIRED (19) Yes (19) ACTION REQUIRED (19) Yes	□No
(3) Commander signs appropriate form? (4) Properly routed within time limits? (5) Are Injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record? (7) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current? (8) Safety recognition emblem summary current? (9) Yes (1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review? (1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review? (2) Copies maintained with IIPP file? (3) Is the program effective? (1) Is the program effective? (2) Contains all required documents? (3) Discussed with all employees? (4) All employees understand their roles and responsibilities? (5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review? (5) Each employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review? (7) Are unsafe hazards or conditions identified, investigated, corrected, and documented? (8) Is required documentation maintained according to policy? (7) COMMUNICATION WITH DOSH (8) Is required documents readily available for review by DOSH Compliance Officer? (8) Command's documents readily available for review by DOSH Compliance Officer? (8) HAZARDOUS SUBSTANCE PROGRAM (A) Does command have a written Hazardous Substance Program for substances used within that command? (C) Yes	□No
(4) Properly routed within time limits? i. Are Injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record?	□No
i. Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record?	□No
(1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current? (2) Safety recognition emblem summary current? (3) Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current? (4) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review? (5) Copies maintained with IIPP file? (6) INJURY AND ILLNESS PREVENTION PROGRAM (7) ACTION REQUIRED (8) INJURY AND ILLNESS PREVENTION PROGRAM (9) ACTION REQUIRED (10) Is the program effective? (11) Is the program effective? (12) Contains all required documents? (13) Discussed with all employees? (14) All employees understand their roles and responsibilities? (15) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review? (16) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review? (17) Are unsafe hazards or conditions identified, investigated, corrected, and documented? (17) Are unsafe hazards or conditions identified, investigated, corrected, and documented? (17) Yes (18) Is required documentation maintained according to policy? (18) Is required documentation maintained according to policy? (19) COMMUNICATION WITH DOSH (20) ACTION REQUIRED (21) Yes (22) CORRECTED (23) ACTION REQUIRED (24) Yes (25) CORRECTED (26) ACTION REQUIRED (27) Yes (28) HAZARDOUS SUBSTANCE PROGRAM (27) Yes (28) ACTION REQUIRED (28) ACTION REQUIRED (29) Yes (20) CORRECTED (20) Yes (20) CORRECTED (21) Yes (21) CORRECTED (21) Yes (22) CORRECTED (23) ACTION REQUIRED (24) Yes (25) CORRECTED (26) ACTION REQUIRED (27) Yes (28) ACTION REQUIRED (27) Yes (28) ACTION REQUIRED (28) ACTION REQUIRED (29) Yes (20) CORRECTED (20) Yes (20) ACTION REQUIRED (20) Yes (20) ACTION REQUIRED (21) Yes (21) Yes (22) Yes (23) Discussed with in that command? (24) Yes (25) Each employees are remarked in the program of substances used within that command?	□No
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8. HAZARDOUS SUBSTANCE PROGRAM a. Does command have a written Hazardous Substance Program for substances used within that command? ✓ Yes	□No
a. Does command have a written Hazardous Substance Program for substances used within that command?	□No
	□No
(1) Are hazardous substances identified and properly labeled?	□No
(2) Warning signs posted?	□No
(3) Material Safety Data Sheets readily available?	□No
(4) Employees receive training?	□No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

	(5) Training documented?	8	☑ Yes □ No
	(6) Employees informed of their right to applicable medical and exposure information?	=	☑ Yes □ No
9. H	AZARDOUS EXPOSURE CONTROL PROGRAMS EVALUATED ACTION REQUIRED	3	CORRECTED
a.	Activities identified within command that may require exposure to hazardous conditions?	8	✓ Yes □ No
	(1) Appropriate engineering and/or administrative controls implemented?	à	✓ Yes □ No
	(2) Protective equipment provided in accordance with bargaining unit agreements?		✓ Yes No
	(3) Employees trained on use and maintenance of equipment?		✓ Yes □ No
	(4) Training documented?	ž.	☑ Yes □ No

Sections 7, 8, and 9 were answered in the figurative sense because there are no hazardous materials stored at the facility. All employees are trained to the extent required to contend with those materials which come into the facility aboard the various vehicles needing inspections. Identification, isolation, and mitigation of potential spills and exposures are an ongoing topic of training and briefing discussions.

SAN ONOFRE INSPECTION FACILITY COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) MEMBERS 2009

Chairperson

Lieutenant Glenda Brents

Permanent

Coordinator

Sergeant George Griffith

Permanent

Co-Coordinator

Officer Marc Lobdell

Permanent

COMMITTEE MEMBERS

SERGEANT

Sergeant Vince Marchante

Permanent

OFFICERS

Officer Albert Orosco

Officer Lisa Remmes

CVIS

CVIS Mike Zenns

CVIS Max Delvalle

ADMINISTRATION

Office Supervisor Celina Dick

SAN ONOFRE INSPECTION FACILITY / 651 2009 OCCUPATIONAL SAFETY GOALS

GOAL: MINIMIZE ACCIDENTS, INJURIES, AND ATTENDANT COSTS

	Number
1. Deaths	0
2. Preventable Deaths	0
3. Accidental Discharges of Firearms	0
4. Disabling Injuries	1
5. Disabling Illnesses	0
6. Preventable Disabling Injuries	0
7. Preventable Disabling Illnesses	0
8. Recordable Vehicle Collisions	0
9. Preventable Recordable Vehicle Collisions	0

Deaths and Preventable Deaths: To experience no deaths and preventable deaths.

San Onofre Inspection Facility personnel strive to maintain a safe working environment and supervisors/management stresses daily the importance of occupational safety.

Deaths	<u>2005</u> 0	<u>2006</u> 0	2007	<u>2008</u> 0	GOAL 2009 0
Preventable Deaths	0	0	0	0	0

2009 goal for preventable deaths goal is based upon the average number of occurrences during the baseline period through the years 2005 to 2008.

Accidental Discharge of Firearms: To experience zero accidental discharges of a firearm.

Over the past decade, San Onofre Inspection Facility has not experienced an accidental discharge of a firearm. The San Onofre Inspection Facility supervisors, weapons officers and training officer have been extremely proactive in ensuring that weapons are inspected and properly maintained.

	12				GOAL
	2005	<u>2006</u>	2007	2008	2009
Incidents	0	0	0	0	0

San Onofre Inspection Facility's 2009 accidental discharge of firearms goal is based upon the average number of occurrences during the baseline period through the years 2005 to 2008.

<u>Disabling Injuries</u>: To experience no more than **one** disabling injury involving Facility personnel.

Uniformed	<u>2005</u> 0	<u>2006</u> 0	2007 2	2008	GOAL 2009 1
Non- Uniformed	0	0	1	0	0

San Onofre Inspection Facility's 2009 disabling injuries goal is based upon the average number of occurrences during the baseline period through the years 2005 to 2008.

<u>Disabling Illnesses</u>: To experience no disabling illness involving Facility personnel.

					GOAL
	2005	<u>2006</u>	2007	2008	<u>2009</u>
Uniformed	0	1	1	0	0
Non- Uniformed	0	0	0	0	0

San Onofre Inspection Facility's 2009 disabling illness goal is based upon the average number of occurrences during the baseline period through the years 2005 to 2008.

<u>Preventable Disabling Injuries:</u> To experience no preventable disabling injuries involving Facility personnel.

					GOAL
	2005	<u>2006</u>	2007	2008	2009
Uniformed	. 0	0	0	0	0
Non- Uniformed	0	0	0	0	0

<u>Preventable Disabling Illnesses:</u> To experience zero preventable disabling illnesses with Facility personnel.

	2005	<u>2006</u>	2007	2008	GOAL 2009
Uniformed	0	0	0	0	0
Non- Uniformed	0	0	0	0	0

The 2009 preventable disabling injury and illness goals are based upon a perfect safety record in these categories and rooted in the philosophical belief that no injuries or illnesses are acceptable.

<u>Recordable Vehicle Collisions:</u> To experience no recordable vehicle accidents for uniformed or non-uniformed employees.

					GOAL
	2005	2006	2007	2008	2009
Uniformed	0	0	0	0	0
Non-uniform	ed 0	0	0	0	0

<u>Preventable Recordable Vehicle Collisions:</u> To experience no preventable, recordable vehicle collisions.

					GOAL
	2005	2006	2007	2008	2009
Uniformed	2	0	0	0	0
Non-uniform	ed 0	0	0	0	0

San Onofre Inspection Facility has not experienced a vehicle collision since 2006, as such; our goal in both vehicle collision categories will remain at zero. Personnel are continuously reminded there is no acceptable number of *preventable* recordable vehicle collisions.

651 SAN ONOFRE INSPECTION FACILITY 2009 OCCUPATIONAL ACTION PLAN

GOAL STATEMENT: To experience a decrease in vehicle collisions and occupational disabling injuries and maintain a perfect safety record for deaths, illnesses, and accidental discharges involving San Onofre Inspection Facility employees.

FACILITY	ACTION STEPS	RESOURCES	RESPONSIBILITIES	TIME FRAMES
	ACTIONSTEES	RESOURCES	RESI ONSIBILITIES	TIME PRIMES
Experience no recordable or preventable recordable vehicle accidents	1. Employees involved in a preventable recordable automobile accident will attend a COSC meeting to discuss the incident. 2. Individual training will be conducted as necessary when a specific problem or trend is identified.	RESOURCES Command Occupational Safety Committee (COSC), manager, supervisors, and support staff. Injury Illness Prevention Plan.	RESPONSIBILITIES 1. COSC 2. Supervisors.	1. As Necessary. 2. As Necessary.
	3. Ride-alongs will be conducted with all uniformed Officers.		3. Supervisors.	3. Bi-annually.
ă.	4. Employees who make safety suggestions, practice safe work habits and who have accident free records will be recognized.		4. Supervisors.	4, Ongoing.
Experience no - deaths - disabling illnesses - preventable disabling injuries - preventable disabling illness	1. Area will monitor and discuss accidents and injuries involving personnel in an attempt to prevent similar incidents.	Command Occupational Safety Committee (COSC), manager, supervisors, and support staff.	1. COSC	1. Quarterly.
Experience no more than ONE - disabling injuries	2. Local accidents and injuries will be reviewed to determine current and future training needs.	Injury Illness Prevention Plan.	2. Area Commander, COSC.	2. Ongoing.

				10
	 3. Informational safety material will be presented at training sessions and daily briefing. 4. New personnel will attend COSC meetings as part of their orientation. 		3. COSC Coordinator.4. COSC Chairperson.	3. COSC Coordinator. 4. COSC Chairperson.
Experience no accidental discharges of firearms.	Weapons safety discussions will be conducted at training sessions. Shooting and weapons handling policies will be briefed during quarterly shooting policy review.	Training and weapons officers. Area Standard Operating Procedures, manager, and supervisors.	Weapons Officer. Supervisors.	Monthly Quarterly.
	3. Personnel will not unholster, load, unload, or dry fire a firearm except at the clearing tube.		3. All Personnel.	3. Ongoing,
	4. All weapons confiscated as evidence will be handled by an Officer or Sergeant familiar with the weapon.		4. Supervisors and Officers.	4. Ongoing.
	5. While on duty, officers will secure their off duty weapons in a locked locker.		5. All Personnel.	5. As Required.
-	6. When at the range, all weapons will be loaded and unloaded on the firing line.		6. Supervisors, Weapons Officer.	6. On Going,
	7. Unholstered weapons shall be carried with the slide open.		7. All Uniformed Personnel.	7, Ongoing.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Westminster Area	Border Division	2009-001
EVALUATED BY		DATE
Lt. L. Davis		03/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF	VALUATION					
		mal Evaluation	SUSPENSE DATE			
FOLLOW-I	ip required s 🕡 No	☐ Correction Report	COMMANDER'S REVIEW)	ДАТЕ 3- 73	tii . 59
1. GO/	LS AND ACCOMPLISHME	INTS Mily rough Bit in the same	EVALUATED	ACTION REQUIRED	CORRECTE	
a. I	the command familiar with	the Occupational Safety Program a		Occupational		
	afety Manual, Chapter 13?	and a seaperner dately in region to	o damined in the 10.0,	Occupational	✓ Yes	□No
(1) Are goals developed in a	accordance with departmental policy	?		✓ Yes	□No
(2) Are environmental factor	s, exposure factors, and past exper	ience/trends considered	when setting goals?	✓ Yes	□No
(3) Are illness and non-serio	us/non-traumatic injuries excluded t	from occupational safety	goals?	✓ Yes	□ No
(4) Are goals appropriately c	ategorized?			✓ Yes	□ No
(5	Are goals realistic?				✓ Yes	□ No
(6	(6) Are goals consistent with departmental objectives?					
(7)	Is input from all levels cor	nsidered before goals are establishe	ed?		Yes	□No
b. Ar	e goals being accomplished	1?			✓ Yes	□ No
(1)	Accurate reporting on CH	P 113, Accident and Injury Report?			✓ Yes	□No
(2)	Are accidents increasing?				✓ Yes	□No
(3)	Are injuries increasing?				☐ Yes	☑ No
(4)	Why are they increasing/d	lecreasing? Westminster Area exp	erienced 11 preventable	patrol car accidents las	st year. Ina	attention was
	a contributing factor in ea	ach collision. Backing movements	was the highest category	with three collisions,	followed b	y Code 3
	operation, rear end, and "s	short stop" accounting for two colli	sions each.			
(5)	Is CHP 113, Accident and	Injury Report, posted or readily acc	essible?		✓ Yes	□No
(6)	Are employees knowledge	able about goals and achievements	5?		✓ Yes	□No
(7)	Are employees providing s	uggestions toward goal attainment?	?		✓ Yes	□No
. PARTI	CIPATION	The state of the s	VALUATED X	ACTION REQUIRED	CORRECTED	
a. Cor	nmander actively involved in	n program?			✓ Yes	□No
(1)	Commander active in injury	//illness case management?			✓ Yes	□No
(2)	What is the commander's a	attitude regarding occupational safe	ty? The commander is a	aware of aspects that oc	cur within	his
)		positive attitude and that filters dow				

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

A. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) BANALAGE A. What is the composition of the COSC? Commander. Lieutenant, two screams, five officers, non-uniformed supervisor, and one non-uniformed rank-und-file. Bargaining Unit.7 is not represented on the committee. (1) Is there representation from each collective bargaining unit? (2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator assigned? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held quarterly? (8) Do all committee members attend the meetings? (8) Do all committee members attend the meetings? (9) Are roles and responsibilities defined in accordance with IfIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meeting? (5) Are assignments given during Area moetings? (6) Minutes prepared for the COSC meeting? (7) Yes No (8) Minutes posted on command's Occupational Safety Board? (9) Minutes posted on command's Occupational Safety Board? (9) Minutes posted on command's Occupational Safety Board? (9) Minutes posted on command's Occupational Safety Board? (1) Are COSC effective? (2) Yes No (3) Are cosc effective? (4) Minutes posted on command's Occupational Safety Board? (5) Soccious eminates included in IIPP file? (6) Soccious eminates included in IIPP file? (7) Yes No (8) Soccious eminates understand and partition to the command? (8) Soccious eminates understand and partition to the command? (9) Yes No (10) Are COSC reacting and partition of a partition of a safety issues? (11) Are COSC reactive to eliminate polantial causes of accidents and injunes? (12) Yes No (13) Are posted on command maintain an effective health and safety communications system?	(1) Are commanders, managers, and supervisors actively impl	ementing corrective action	ons?	✓ Yes	□No
uniformed rank-and-fike. Bargaining Unit 7 is not represented on the compristee. (1) Is there representation from each collective bargaining unit? (2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarierly? (7) Are meetings held more frequently when goals are not being attained? (8) COSC meetings held more frequently when goals are not being attained? (9) Expression of the meetings? (1) Do committee members attend the meetings? (1) Do committee members attend the meetings? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area moetings? (6) Are assignments given during Area moetings? (7) Yes No (8) Are minutes included in IIPP file? (9) Yes No (1) Recording secretary appointed? (1) Recording secretary appointed? (2) Minutes prepared for the COSC meeting? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (6) Minutes forwarded through channels? (7) Yes No (8) COSC preactive to eliminate potential causes of accidents and injuries? (9) Yes No (1) Are COSC desemmentations clear, condise and pertinent to the command? (1) Yes No (2) COSC preactive to eliminate potential causes of accidents and injuries? (3) CoSC disseminate current information and training regarding health and safety issues? (4) Are custice agency safety programs utilized as a resource? (5) Are autilized agency safety programs utilized as a resource?	4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)		ACTION REQUIRED	CORRECTE	ED .
(1) Is there representation from each collective bargaining unit? Yes No (2) Management and supervisory representation? Yes No (3) Command Safety Coordinator assigned? Yes No (4) Command Safety Coordinator active and effective? Yes No (5) Are committee assignments rotated? Yes No (6) COSC meetings held quarterly? Yes No (7) Are meetings held quarterly? Yes No (8) COSC meetings held more frequently when goals are not being attained? Yes No (8) Do all committee members attend the meetings? Yes No (9) La Are roles and responsibilities defined in accordance with IIPP? Yes No (1) De committee members understand their roles and responsibilities? Yes No (1) De committee members understand their roles and responsibilities? Yes No (2) Is an agenda prepared prior to the meeting? Yes No (3) Are departmental and Division Occupational Safety meetings minutes readily available? Yes No (4) Are these minutes utilized for Area meetings? Yes No (5) Are assignments given during Area meetings? Yes No (6) Are assignments given during Area meetings? Yes No (1) Recording secretary appointed? Yes No (2) Minutes prepared for the COSC meeting? Yes No (3) Are minutes included in IIPP file? Yes No (4) Minutes maintained current year, plus three? Yes No (5) Minutes forwarded through channers? Yes No (6) Minutes forwarded through channers? Yes No (7) Are COSC recommendations clear, concise and pertinent to the command? Yes No (9) COSC preactive to eliminate potential causes of accidents and injuries? Yes No (9) COSC preactive to eliminate potential causes of accidents and injuries? Yes No (9) COSC disseminate current information and training regarding health and safety issues? Yes No (9) COSC given the current information regarding health and safety issues? Yes No (1) Are cutside agency safety programs utilized as a resource? Yes No	a. What is the composition of the COSC? Commander, lieutenant	, two sergeants, five office	cers, non-uniformed sup	ervisor, and	d one non-
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(4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Do all committee members attend the meetings? (1) Do committee members understand treir roles and responsibilities? (2) Is an agenda prepared prior to the meetings? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Do all committee members understand their roles and responsibilities? (9) Yes No (10) Are departmental and Division Occupational Safety meetings minutes readily available? (11) Recording secretary appointed? (12) Minutes prepared for the COSC meeting? (13) Are meetings or meetings? (14) Minutes mentional decommits of Occupational Safety Board? (15) Are minutes included in IIPP file? (16) Are minutes included in IIPP file? (17) Yes No (18) OSC effective? (19) Yes No (19) Are COSC recommendations clear, concise and pertinent to the command? (19) Yes No (10) Are COSC recommendations clear, concise and pertinent to the command? (10) Yes No (11) Are COSC recommendations clear, concise and pertinent to the command? (12) COSC proactive to eliminate potential causes of accidents and injuries? (13) COSC disseminate current information and training regarding health and safety issues? (15) Are outside agency safety programs utilized as a resource?	(2) Management and supervisory representation?			✓ Yes	□No
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(6) COSC meetings held quarterly?	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	(5) Are committee assignments rotated?		****	Yes	□No
(8) Do all committee members attend the meetings?	(6) COSC meetings held quarterly?			☐ Yes	☑ No
b. Are roles and responsibilities defined in accordance with IIPP? Yes No	(7) Are meetings held more frequently when goals are not being	g attained?		Yes	☑ No
(1) Do committee members understand their roles and responsibilities?	(8) Do all committee members attend the meetings?			☐ Yes	☑ No
(2) Is an agenda prepared prior to the meeting?	b. Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	(1) Do committee members understand their roles and responsi	bilities?		✓ Yes	☐ No
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(1) Recording secretary appointed?	(5) Are assignments given during Area meetings?			✓ Yes	☐ No
(2) Minutes posted on command's Occupational Safety Board?	c. Minutes prepared for the COSC meeting?			✓ Yes	□ No
(3) Are minutes included in IIPP file?	(1) Recording secretary appointed?			☐ Yes	☑ No
(4) Minutes maintained current year, plus three?	(2) Minutes posted on command's Occupational Safety Board?			✓ Yes	□No
(5) Minutes forwarded through channels?	(3) Are minutes included in IIPP file?			☑ Yes	□ No
d. Is the COSC effective? (1) Are COSC recommendations clear, concise and pertinent to the command? (2) COSC proactive to eliminate potential causes of accidents and injuries? (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes No (5) Page the several health in the command? (6) Yes No (7) No (8) Page the several health is a resource? (9) Yes No (9) No	(4) Minutes maintained current year, plus three?			✓ Yes	□ No
(1) Are COSC recommendations clear, concise and pertinent to the command? (2) COSC proactive to eliminate potential causes of accidents and injuries? (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes No (5) No (6) Do all personnel receive current information regarding health and safety? (7) Yes No (8) The outside agency safety programs utilized as a resource? (9) Yes No	(5) Minutes forwarded through channels?			✓ Yes	□ No
(2) COSC proactive to eliminate potential causes of accidents and injuries? (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes □ No (5) Page the same at least the same at least training regarding health and safety? (5) Yes □ No (6) Are outside agency safety programs utilized as a resource? (7) Yes □ No	d. Is the COSC effective?			☑ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues? E. Do all personnel receive current information regarding health and safety? F. Are outside agency safety programs utilized as a resource? Yes No	(1) Are COSC recommendations clear, concise and pertinent to t	he command?		✓ Yes	□No
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f. Are outside agency safety programs utilized as a resource? Yes No	(3) COSC disseminate current information and training regarding	health and safety issues	s?	✓ Yes	□No
a Deer the same of the first of	e. Do all personnel receive current information regarding health and	safety?		✓ Yes	□No
g. Does the command maintain an effective health and safety communications system?	f. Are outside agency safety programs utilized as a resource?			✓ Yes	□No
	g. Does the command maintain an effective health and safety commu	unications system?		✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

(3)) Routed within time frames?			✓ Yes	□No
h. Is	h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?			✓ Yes	□No
(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
(2)	(2) Commander review?				□ No
(3)	Commander signs appropriate form?			✓ Yes	□No
(4)	Properly routed within time limits?			✓ Yes	□No
i. Are	injuries and accidents documented on CHP 442, Individual	Accident, Injury and Safe	ty Recognition Record?	✓ Yes	□No
(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, current?		✓ Yes	□No
(2)	Safety recognition emblem summary current?			✓ Yes	□No
j. Are	CHP 712As, Injury and Illness Prevention Program Orientat	ion and Review, kept curr	rent?	✓ Yes	□No
(1)	Is specific safety training documented on CHP 712, Employer	yee Emergency Action Pl	an Review?	✓ Yes	□No
(2)	Copies maintained with IIPP file?			☐ Yes	☑ No
6. INJUR	Y AND ILLNESS PREVENTION PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED)
a. Con	nmand specific IIPP on file?		4	✓ Yes	□No
(1)	(1) Is the program effective?			Yes	□No
(2)	(2) Contains all required documents?			✓ Yes	□No
(3)	(3) Discussed with all employees?			✓ Yes	□ No
(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
(5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program Orienta	ition and Review?	✓ Yes	□No
(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Progr	am Orientation	✓ Yes	□No
(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and documented	?	✓ Yes	□No
(8)	s required documentation maintained according to policy?			✓ Yes	□No
157 - 77 -	INICATION WITH DOSH	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Employees aware of procedures regarding DOSH inspections?			✓ Yes	□No	
			✓ Yes	□No	
. HAZARE	OUS SUBSTANCE PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Does	command have a written Hazardous Substance Program for	or substances used within	that command?	✓ Yes	□No
(1) A	are hazardous substances identified and properly labeled?			✓ Yes	□No
(2) V	Varning signs posted?			✓ Yes	□No
	laterial Safety Data Sheets readily available?			✓ Yes	□No
(3) N					

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATIO

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

		Div 3/20/09
AREA	DIVISION	NUMBER
CAPISTRANO	BORDER	690
EVALUATED BY		DATE
Sergeant S. Doumas	, #11027	03/12/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

GOALS AND ACCOMPLISHMENTS a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Occupational Safety Manual, Chapter 13? (1) Are goals developed in accordance with departmental policy? (2) Are environmental factors, exposure factors, and past experience/trands considered when setting goals? (3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals? (4) Are goals appropriately categorized? (5) Are goals appropriately categorized? (6) Are goals consistent with departmental objectives? (7) Is input from all levels considered before goals are established? (8) Are goals being accomplished? (9) Are accidents increasing? (1) Accurate reporting on CHP 113, Accident and Injury Report? (1) Accurate reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and directives by the Area Occ. Safety Coordinator. Continued emphasis over the past several years made a positive impact to reduce or minimize incidents. (5) Is CHP 113, Accident and Injury Report, posted or readily accessible? (7) Are employees reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and directives by the Area Occ. Safety Coordinator. Continued emphasis over the past several years made a positive impact to reduce or minimize incidents. (5) Is CHP 113, Accident and Injury Report, posted or readily accessible? (7) Are employees knowledgeable about goals and achievements? (8) Yes No PARTICIPATION SAMULATED Accident and Injury Report Yes No (1) Commander actively involved is program? (1) Commander actively involved is program? (2) What is the commander's stillude regarding occupational safety? The Area Commander understands the importance for all employees to conduct safe working environment.	TYPE OF EV		rmal Evaluation	SUSPENSE DATE			
A. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Occupational Safety Manual, Chapter 13? Are goals developed in accordance with departmental policy? (2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals? (3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals? (4) Are goals appropriately categorized? (5) Are goals realistic? (6) Are goals realistic? (7) Is input from all levels considered before goals are established? (7) Is input from all levels considered before goals are established? (8) Are goals being accomplished? (9) Are accidents increasing? (1) Accurate reporting on CHP 113, Accident and Injury Report? (1) Accurate reporting on CHP 113, Accident and Injury Report? (2) Are accidents increasing? (3) Are injuries increasing? Area managers and supervisors encourage safe working practices on an ongoing basis. All employees reporting to Area receive a one on one briefing regarding the Departments Occ. Safety goals and directives by the Area employees reporting to Area receive a one on one briefing regarding the Departments Occ. Safety goals and directives by the Area employees reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and directives by the Area employees reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and directives by the Area employees reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and directives by the Area employees reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and directives by the Area employees reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and Occ. Safety goals and directives by the Area occommender and Injury Report, posted or readily accessible? (6) Are employees reporting one populations toward goal attainment? (7) Yes N		-		0.8.7	all Ja.	03,	117/09
Safety Manual, Chapter 13?	1. GOAL	LS AND ACCOMPLISHM	ENTS	A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		III SANCAN PARAMETERS	:D /
(2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals?				m as outlined in HPM 10.	6, Occupational	✓ Yes	□No
	(1)	Are goals developed in	accordance with departmental po	licy?		✓ Yes	□No
Are goals appropriately categorized? Yes No	(2)	Are environmental facto	ers, exposure factors, and past ex	perience/trends consider	ed when setting goals?	✓ Yes	□No
Section Sect	(3)	(3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals?			✓ Yes	□No	
	(4)	(4) Are goals appropriately categorized?			✓ Yes	□No	
Contact Cont	(5)	(5) Are goals realistic?			✓ Yes	□No	
b. Are goals being accomplished?	(6)	Are goals consistent with	h departmental objectives?				□No
Accurate reporting on CHP 113, Accident and Injury Report? Yes No	(7)	(7) Is input from all levels considered before goals are established?			✓ Yes	□No	
Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes Yes No Yes Yes No Yes Yes No Yes Yes Yes Yes Yes Yes Yes Yes No Yes Yes No Yes No Yes Yes Yes No Yes Yes Yes No Yes Yes Yes No Yes	b. Are	goals being accomplishe	ed?			✓ Yes	□No
Are injuries increasing? Yes No	(1)	Accurate reporting on Ch	HP 113, Accident and Injury Repo	rt?		✓ Yes	□No
(4) Why are they increasing/decreasing? Area managers and supervisors encourage safe working practices on an ongoing basis. All employees reporting to Area receive a one on one briefing regarding the Department's Occ. Safety goals and directives by the Area Occ. Safety Coordinator. Continued emphasis over the past several years made a positive impact to reduce or minimize incidents. (5) Is CHP 113, Accident and Injury Report, posted or readily accessible? (6) Are employees knowledgeable about goals and achievements? (7) Are employees providing suggestions toward goal attainment? (8) PARTICIPATION (9) ACTION REQUIRED (10) NO (11) Commander actively involved in program? (12) What is the commander's attitude regarding occupational safety? The Area Commander understands the importance for all employees to conduct safe work practices and to report any unsafe working conditions to ensure corrective measures are taken for	(2)	Are accidents increasing	?			☐ Yes	☑ No
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Solution		employees reporting to A	Area receive a one on one briefing	g regarding the Departme	nt's Occ. Safety goals an	nd directive	s by the Area
Are employees knowledgeable about goals and achievements? Yes No		Occ. Safety Coordinator	. Continued emphasis over the pa	ast several years made a p	positive impact to reduce	or minimi	ze incidents.
(7) Are employees providing suggestions toward goal attainment? Yes No	(5)	Is CHP 113, Accident and	d Injury Report, posted or readily	accessible?		✓ Yes	□No
PARTICIPATION a. Commander actively involved in program? (1) Commander active in injury/illness case management? (2) What is the commander's attitude regarding occupational safety? The Area Commander understands the importance for all employees to conduct safe work practices and to report any unsafe working conditions to ensure corrective measures are taken for	(6)	(6) Are employees knowledgeable about goals and achievements?		✓ Yes	□No		
A. Commander actively involved in program? (1) Commander active in injury/illness case management? (2) What is the commander's attitude regarding occupational safety? The Area Commander understands the importance for all employees to conduct safe work practices and to report any unsafe working conditions to ensure corrective measures are taken for	(7)	Are employees providing	suggestions toward goal attainme	ent?			□No
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(2) What is the commander's attitude regarding occupational safety? The Area Commander understands the importance for all employees to conduct safe work practices and to report any unsafe working conditions to ensure corrective measures are taken for	a. Com	nmander actively involved	in program?			✓ Yes	□No
employees to conduct safe work practices and to report any unsafe working conditions to ensure corrective measures are taken for	(1)	Commander active in inju	ry/illness case management?			✓ Yes	□ No
	(2)	What is the commander's	attitude regarding occupational s	afety? The Area Comma	nder understands the im	portance fo	r all
a safe working environment.		employees to conduct saf	e work practices and to report an	y unsafe working conditi	ons to ensure corrective	measures a	re taken for
		a safe working environme	ent.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

711 40011 (1011 6 6 9) 61 1 6 6 6		
(3) Occupational safety issues discussed at staff meetings and training days?	✓ Yes	☐ No
(4) Are safety issues in the meeting minutes?	✓ Yes	☐ No
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	☐ No
(6) Does the commander ensure use of appropriate safety equipment?	✓ Yes	☐ No
b. Are managers/supervisors actively involved in the program?	✓ Yes	□No
(1) Are managers/supervisors involved in case management?		□No
(2) Do they have the appropriate attitude?	✓ Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?		□No
(4) Are supervisors monitoring employees' efforts?	✓ Yes	□No
(5) Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
(6) Do supervisors comment on safety issues in performance evaluations?		□No
(7) Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
c. Are employees actively involved in the Occupational Safety Program?		□No
(1) Are employees involved in their case management?	✓ Yes	□No
(2) Are employees knowledgeable about safety goals?	✓ Yes	□No
(3) Are they aware of the command's achievements?	✓ Yes	□No
(4) Are employees practicing safety while performing their duties?	✓ Yes	□No
(5) Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
(6) Do employees work cooperatively to minimize hazards?	Yes	□No
(7) Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
(8) Is employee equipment properly used and maintained?	✓ Yes	☐ No
ACCIDENT AND INJURY TRENDS Yes ACTION REQUIRED NO	CORRECTED	
a. Commander's method of identifying trends? The Commander and Lieutenant depend on information provide	led by superviso	ors, officers
and non-uniformed staff regarding input on hazardous situations to avoid accidents and injuries. All occup	ational incident	s involving
accidents and injuries are reviewed by supervisors and forward to the management staff for review.		
	[7] Vos	□ No.
(1) Are accidents and injuries being monitored to identify trends?	√ Yes	□No
	✓ Yes✓ Yes	□ No □
(1) Are accidents and injuries being monitored to identify trends?(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300,		
 (1) Are accidents and injuries being monitored to identify trends? (2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes? 	✓ Yes✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

(1) Are commanders, managers, and supervisors actively implementing corrective	actions?	✓ Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) Yes	No REQUIRED	NA	ED
a. What is the composition of the COSC? Area managers, supervisors, officers and not	n-uniformed staff.		
			-0
(1) Is there representation from each collective bargaining unit?		✓ Yes	□No
(2) Management and supervisory representation?	34))	✓ Yes	□ No
(3) Command Safety Coordinator assigned?		✓ Yes	□No
(4) Command Safety Coordinator active and effective?		✓ Yes	□No
(5) Are committee assignments rotated?		✓ Yes	□ No
(6) COSC meetings held quarterly?		✓ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?		☐ Yes	☑ No
(8) Do all committee members attend the meetings?		✓ Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP?		✓ Yes	□No
(1) Do committee members understand their roles and responsibilities?		✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?		✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily ava	ailable?	✓ Yes	□No
(4) Are these minutes utilized for Area meetings?		✓ Yes	□No
(5) Are assignments given during Area meetings?		Yes	□No
c. Minutes prepared for the COSC meeting?		Yes	□No
(1) Recording secretary appointed?			□No
(2) Minutes posted on command's Occupational Safety Board?		✓ Yes	□No
(3) Are minutes included in IIPP file?		✓ Yes	□No
(4) Minutes maintained current year, plus three?		✓ Yes	□No
(5) Minutes forwarded through channels?		✓ Yes	□No
d. Is the COSC effective?		✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?			□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?		✓ Yes	□No
(3) COSC disseminate current information and training regarding health and safety is	sues?	✓ Yes	□No
e. Do all personnel receive current information regarding health and safety?		✓ Yes _	. No
f. Are outside agency safety programs utilized as a resource?		✓ Yes	□No
g. Does the command maintain an effective health and safety communications system?	9	✓ Yes	□No

Destroy Previous Editions

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

ntial hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?		
(3) Do all members of the command participate in distribution of safety and health information?		
C minutes posted in a timely manner?	✓ Yes	□No
ired posters prominently displayed?	✓ Yes	□No
C maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
esponsibilities for the Occupational Safety Bulletin Board contents assigned to specific membe	rs? ✓ Yes	□No
ATION EVALUATED Yes No	CORRECTE NA	D
	✓ Yes	□No
254, Government Agency Request for Driver License/Identification Record Information, utilized driver's license record check and filed in the employee's field folder?	l ✓ Yes	□No
), Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No
quired injuries and illnesses logged?	✓ Yes	□No
s made within six working days of notification of an employee injury or illness?	✓ Yes	□No
-time and limited-duty documentation accurate?		□No
tion according to policy?	✓ Yes	□ No
y accessible for review by Cal-OSHA?	✓ Yes	□No
us calendar year log posted during February?	☐ Yes	☑ No
13s, Accident and Injury Report, compiled accurately?	✓ Yes	□No
ander review and sign?	✓ Yes	□No
13s and attachments processed in a timely manner?	✓ Yes	□No
ommand utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
miannual safety inspections conducted?	✓ Yes	□No
ety hazards identified?	✓ Yes	□No
active action taken within 30 days?	✓ Yes	□No
I3A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□No
conditions identified and documented on CHP 113B, Hazard Report/Inspection?		□No
res taken to correct situation within 30 days?	✓ Yes	□No
CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□No
2 121 series thoroughly and accurately completed?	Yes –	No -
(1) Supervisory comments in-depth, clear, and concise?		
	indings of the 113B, Hazard Report/Inspection, report disseminated according to policy? If members of the command participate in distribution of safety and health information? C minutes posted in a timely manner? tired posters prominently displayed? C maintain the Command Occupational Safety Bulletin Board? esponsibilities for the Occupational Safety Bulletin Board contents assigned to specific members of the Command Occupational Safety Bulletin Board contents assigned to specific members of the Command Occupational Safety Bulletin Board contents assigned to specific members of the Command Occupational Safety Bulletin Board contents assigned to specific members of the Command Occupational Safety Bulletin Board contents assigned to specific members of the Command Occupational Safety Owned Vehicles on State Business, completed annually and semployee's field folder? 254, Government Agency Request for Driver License/Identification Record Information, utilized driver's license record check and filed in the employee's field folder? 254, Government Agency Request for Driver License/Identification Record Information, utilized driver's license record check and filed in the employee's field folder? 254, Government Agency Request for Driver License/Identification Record Information, utilized driver's license record check and filed in the employee's field folder? 254, Government Agency Request for Driver License/Identification Record Information, utilized driver's license record check and filed report Illnesses, utilized? 255, Logo of Occupational Injury and Illnesses, utilized? 256, Government Agency Report/Inspection Checklist? 257, Logo of Occupational Injury Report, compiled accurately? 258, Accident and Injury Report, compiled accurately? 259, Logo of Occupational Injury Report, compiled accurately? 259, Accident and Injury Report, compiled accurately? 250, Logo of Occupational Injury Report, compiled accurately Report/Inspection? 250, Logo of Occupational Injury Report, compiled Record Information, u	indings of the 113B, Hazard Report/Inspection, report disseminated according to policy? Yes Yes

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

		, ,				
	(3	3) Routed within time frames?			√ Yes	☐ No
	h. Is	s CHP 208, Accident Prevention Report, thoroughly and accu	rately completed?		√ Yes	□No
-	(1	Supervisor comments in-depth, clear, and concise?		44	✓ Yes	□No
	(2	2) Commander review?			✓ Yes	□No
-	(3	Commander signs appropriate form?		•	✓ Yes	□No
-	(4	Properly routed within time limits?			✓ Yes	□No
i.	Are	e injuries and accidents documented on CHP 442, Individual	Accident, Injury and Sat	fety Recognition Record?	✓ Yes	□ No
	(1)) Are CHP 442s, Individual Accident, Injury and Safety Reco	ognition Record, current	?	✓ Yes	□No
	(2)) Safety recognition emblem summary current?			✓ Yes	□No
j.	Are	e CHP 712As, Injury and Illness Prevention Program Oriental	ion and Review, kept cu	irrent?	✓ Yes	□No
	(1)) Is specific safety training documented on CHP 712, Emplo	yee Emergency Action F	Plan Review?	✓ Yes	□No
	(2)) Copies maintained with IIPP file?			✓ Yes	□No
6. 11	JUR	RY AND ILLNESS PREVENTION PROGRAM	EVALUATED Yes	ACTION REQUIRED No	CORRECTED)
a.	Со	ommand specific IIPP on file?			✓ Yes	□No
	(1)	Is the program effective?			Yes	□No
	(2)	Contains all required documents?			✓ Yes	□No
	(3)	Discussed with all employees?	(5		✓ Yes	□No
	(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
	(5)	Each employee completed CHP 712A, Injury and Illness Pr	evention Program Orien	tation and Review?	✓ Yes	□No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	d Illness Prevention Prog	gram Orientation	✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	orrected, and documente	ed?	✓ Yes	□No
	(8)	Is required documentation maintained according to policy?			Yes	□No
. cc	MM	UNICATION WITH DOSH	Yes Yes	ACTION REQUIRED No	CORRECTED NA	
a.	Emp	ployees aware of procedures regarding DOSH inspections?			✓ Yes	□No
b.	Corr	nmand's documents readily available for review by DOSH Co	ompliance Officer?			□No
НА	ZAR	DOUS SUBSTANCE PROGRAM	Yes Yes	ACTION REQUIRED No	NA	
a.	Doe	s command have a written Hazardous Substance Program fo	or substances used with	in that command?	✓ Yes	□No
	(1)	Are hazardous substances identified and properly labeled?			✓ Yes	□No
(2) Warning signs posted?			✓ Yes	□ No		
	(3)	Material Safety Data Sheets readily available?			✓ Yes	□No
	(4) E	Employees receive training?			✓ Yes	☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

	(5)	Training documented?	=======================================	✓ Yes	□No
	(6)	Employees informed of their right to applicable medical and exposure informat	tion?	✓ Yes	□No
9. F	IAZAR	RDOUS EXPOSURE CONTROL PROGRAMS Yes	No REQUIRED	CORRECTE	D
a		vities identified within command that may require exposure to hazardous condi	tions?	✓ Yes	□No
	(1)	Appropriate engineering and/or administrative controls implemented?		✓ Yes	□No
	(2)	Protective equipment provided in accordance with bargaining unit agreements	?	✓ Yes	□No
	(3)	Employees trained on use and maintenance of equipment?		✓ Yes	□ No
	(4)	Training documented?		✓ Yes	□No

Memorandum

Date:

September 29, 2009

To:

Office of Inspections

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Rainbow Inspection Facility

File No.:

686.11393.chapter12.new

Subject:

RESPONSE TO RAINBOW INSPECTION FACILITY (686)

COMMAND OCCUPATIONAL SAFETY REPORT

This memorandum is intended to serve as the written response to the informal command level Occupational Safety inspection report of Rainbow Inspection Facility dated May 14, 2009.

FINDINGS REQUIRING FOLLOW-UP:

Finding 1 – Agree. Implement proper use of the CHP 113B report, document unsafe conditions and attach copy to Command IIPP. This item has been accomplished.

Finding 2 – Agree. Provide training to employees regarding specific occupational safety goals, and how to deal with DOSH inspections. This item has been accomplished.

Finding 3 – Agree. Utilize an agenda for future Occupational Safety Meetings. This item has been accomplished.

Finding 4 – Agree. Review personnel files and complete CHP 712A for review of IIPP for all employees. This item has been accomplished.

Finding 5 – Agree. Order the proper DMV form and utilize that form for employee driver license record checks. DMV INF 252 was ordered and is being utilized for this task.

Questions regarding this response may be directed to Lieutenant Bob Specht via e-mail at rwspecht@chp.ca.gov or by telephone at (951) 506-2020.

R. W. SPECHT, Lieutenant

Commander

cc: Office of the Assistant Commissioner, Field

Border Division

File w/ My

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Rainbow IF	Border	12
Inspected by:	X-01-2-2-1	Date: 05-14-2009
Sergeant M. H. Brey, 10164		05-14-2009

Page 1 of 2

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume		
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection:	
Follow-up Required:		rd to: - Division ate: 06-30-2009	
Chapter Inspection: Inspector's Comments Regar	dina Ir	nnovative Practices:	
None.	anig n	movative i ideaeee.	
Command Suggestions for St	atewic	le Improvement:	
None.			22
Inspector's Findings:			144
safety of the work environment. The facility management team taken steps to promote a safe of Several issues were identified information and training to all ean occupation safety meeting a	or we under workin to impl mploy	Il being of the employees are prestands the importance of occupage environment. The program effectiveness includes regarding goals and DOSH are the use of the CHP 113B to accomplishing to accomplishing the use of the CHP 113B to accomplishing to accomplishing the control of the CHP 113B to accomplishing the use of the CHP 113B to accomplishing the control of the CHP 113B to accomplishing the control of the	inspection procedures; the use of
Commander's Response: ⊠ (Concu	r or 🗌 Do Not Concur (Do Not Co	ncur shall document basis for response)
Concur.			

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Rainbow IF	Border	12
Inspected by:		Date:
Sergeant M. H. Brey, 10164		05-14-2009

Inchactor's Commenter	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
mopecioi o commento.	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	

CONTROL OF THE PROPERTY OF THE	en in the later of
Required Action	
Substitution of the contract of the substitution of the contract of the contra	diameter in
Corrective Action Plan/Timeline	

Implement proper use of the CHP 113B report, document unsafe conditions and attach copy to Command IIPP – effective immediately.

Provide training to employees regarding specific occupational safety goals, and how to deal with DOSH inspections – within 90 days.

Utilize an agenda for future Occupational Safety meetings - ongoing.

Review personnel files and complete CHP 712A for review of IIPP for all employees - within 30 days.

Order DMV form INF 254 and utilize for employee driver license checks – forms ordered, use of form ongoing.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	5-18-2009
	INSPECTOR'S SIGNATURE	5-18-2009
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Rainbow I. F.	Border	686
EVALUATED BY		DATE
Sergeant M. Brey 10164		05/11/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE		
EQUI OWING SECURISED	COMMANDER'S REVIEW	DATE	
☐ Correction Report ☐ Yes ☐ No ☐ BY	Luckpils is	5-1	14-2009
1. GOALS AND ACCOMPLISHMENTS	Yes ACTION REQUIRED	CORRECTED)
a. Is the command familiar with the Occupational Safety Prog Safety Manual, Chapter 13?	ram as outlined in HPM 10.6, Occupational	✓ Yes	□No
(1) Are goals developed in accordance with departmental	policy?	✓ Yes	□No
(2) Are environmental factors, exposure factors, and past	experience/trends considered when setting goals?	Yes	□No
(3) Are illness and non-serious/non-traumatic injuries excl	uded from occupational safety goals?	☐ Yes	✓ No
(4) Are goals appropriately categorized?		✓ Yes	□No
(5) Are goals realistic?		✓ Yes	□No
(6) Are goals consistent with departmental objectives?		✓ Yes	□No
(7) Is input from all levels considered before goals are esta	ablished?	✓ Yes	□No
b. Are goals being accomplished?			□No
(1) Accurate reporting on CHP 113, Accident and Injury Re	eport?	✓ Yes	□No
(2) Are accidents increasing?		✓ Yes	□No
(3) Are injuries increasing?		✓ Yes	□No
(4) Why are they increasing/decreasing? See attached			
(5) Is CHP 113, Accident and Injury Report, posted or read	dily accessible?	✓ Yes	□No
(6) Are employees knowledgeable about goals and achiev	ements?	✓ Yes	□No
(7) Are employees providing suggestions toward goal attai	nment?	✓ Yes	□No
2. PARTICIPATION	Yes ACTION REQUIRED Yes	CORRECTED)
a. Commander actively involved in program?		✓ Yes	□No
(1) Commander active in injury/illness case management?		✓ Yes	□No
(2) What is the commander's attitude regarding occupation	al safety? See attached		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No
(4) Are safety issues in the meeting minutes?	✓ Yes	□No
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
(6) Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
b. Are managers/supervisors actively involved in the program?		□No
(1) Are managers/supervisors involved in case management?	✓ Yes	□No
(2) Do they have the appropriate attitude?	→ ✓ Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	√ Yes	□No
(4) Are supervisors monitoring employees' efforts?	✓ Yes	□No
(5) Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
(6) Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
(7) Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
c. Are employees actively involved in the Occupational Safety Program?		□No
(1) Are employees involved in their case management?	✓ Yes	□No
(2) Are employees knowledgeable about safety goals?	☐ Yes	✓ No
(3) Are they aware of the command's achievements?	✓ Yes	□ No
(4) Are employees practicing safety while performing their duties?	√ Yes	□No
(5) Are employees reporting unsafe conditions and/or work practices?		□No
(6) Do employees work cooperatively to minimize hazards?		□No
(7) Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
(8) Is employee equipment properly used and maintained?	✓ Yes	□No
3. ACCIDENT AND INJURY TRENDS Yes No	REQUIRED CORRECTE	D:
a. Commander's method of identifying trends? See attached		
	-	
(1) Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSH Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	A 300, ☑ Yes	□No
(3) Are personnel in the command aware of current and potential trends?	☑ Yes	□No
b. What corrective action has the command taken when a trend has been identified? See attache	d	

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

a. What is the composition of the COSC? See attached (1) Is their representation from each colloctive bargaining unit? (1) Is their representation from each colloctive bargaining unit? (2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator assigned? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held quarterly? (8) Do all committee members attend the meetings? (8) Do all committee members attend the meetings? (9) Is an agenda prepared prior to the meeting? (1) Is an agenda prepared prior to the meetings? (2) Is an agenda prepared prior to the meetings? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Minutes propared from the COSC meeting? (7) Yes Indo (8) Minutes propared through channels? (9) Yes Indo (1) Recording secretary appointed? (2) Minutes mentation during three? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwaread through channels? (6) Minutes forwaread through channels? (7) Yes Indo (8) Do all personnel receive to eliminate potential causes of accidents and injuries? (9) Yes Indo (1) Are COSC recommendations clear, concise and pertinent to the command? (2) Yes Indo (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes Indo (5) COSC proactive to eliminate potential causes of accidents and injuries? (6) COSC proactive to eliminate potential causes of accidents and injuries? (7) Yes Indo (8) Does the command maintain an effective health and safety communications system?		(1) Are commanders, managers, and supervisors actively imp	olementing correcti	ive actions?	✓ Yes	□No
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(2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Yes No (1) Do committee members attend the meetings? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Minutes prepared for the COSC meeting? (9) Minutes propared for the COSC meeting? (1) Recording secretary appointed? (2) Minutes maintained current year, plus three? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (6) Minutes forwarded through channels? (7) Yes No (8) To SC effective? (9) Yes No (9) Are COSC recommendations clear, concise and pertinent to the command? (9) Yes No (1) Are COSC recommendations clear, concise and pertinent to the command? (9) Yes No (1) Are COSC disseminate current information and training regarding health and safety issues? (1) Yes No (2) COSC proactive to eliminate potential causes of accidents and injuries? (1) Yes No (2) Cosc disseminate current information and training regarding health and safety issues? (2) Yes No (3) Cosc disseminate current information and training regarding health and safety issues?	_	a. What is the composition of the COSC? See attached		1.77		
(2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Yes No (1) Do committee members attend the meetings? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Minutes prepared for the COSC meeting? (9) Minutes propared for the COSC meeting? (1) Recording secretary appointed? (2) Minutes maintained current year, plus three? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (6) Minutes forwarded through channels? (7) Yes No (8) To SC effective? (9) Yes No (9) Are COSC recommendations clear, concise and pertinent to the command? (9) Yes No (1) Are COSC recommendations clear, concise and pertinent to the command? (9) Yes No (1) Are COSC disseminate current information and training regarding health and safety issues? (1) Yes No (2) COSC proactive to eliminate potential causes of accidents and injuries? (1) Yes No (2) Cosc disseminate current information and training regarding health and safety issues? (2) Yes No (3) Cosc disseminate current information and training regarding health and safety issues?						
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(3) Are minutes included in IIPP file?		(1) Recording secretary appointed?			✓ Yes	□No
(4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (7) Minutes forwarded through channels? (8) Minutes forwarded through channels? (9) Yes		(2) Minutes posted on command's Occupational Safety Board?)		✓ Yes	□No
(5) Minutes forwarded through channels? d. Is the COSC effective? (1) Are COSC recommendations clear, concise and pertinent to the command? (2) COSC proactive to eliminate potential causes of accidents and injuries? (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes No (5) No (6) Are outside agency safety programs utilized as a resource?		(3) Are minutes included in IIPP file?			✓ Yes	□No
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(1) Are COSC recommendations clear, concise and pertinent to the command? (2) COSC proactive to eliminate potential causes of accidents and injuries? (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes No (5) No (6) COSC disseminate current information and training regarding health and safety issues? (7) Yes No (8) No (9) Yes No (9) No (10) Are outside agency safety programs utilized as a resource? (11) Are outside agency safety programs utilized as a resource?		(5) Minutes forwarded through channels?		*	✓ Yes	□No
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(3) COSC disseminate current information and training regarding health and safety issues? e. Do all personnel receive current information regarding health and safety? f. Are outside agency safety programs utilized as a resource? \text{Yes} \text{No} \text{No}		(1) Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
e. Do all personnel receive current information regarding health and safety? f. Are outside agency safety programs utilized as a resource? Yes No		(2) COSC proactive to eliminate potential causes of accidents a	and injuries?		✓ Yes	□No
f. Are outside agency safety programs utilized as a resource?		(3) COSC disseminate current information and training regardin	ng health and safe	ty issues?	✓ Yes	□No
			d safety?		✓ Yes	□No
g. Does the command maintain an effective health and safety communications system?					Yes	☑ No
In tes □ Ino	g.	Does the command maintain an effective health and safety comm	munications syster	m?	✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Potential hazards reported on CHP 113B, Hazard Repo	ort/Inspection?		☐ Yes	✓ No
(2) Are findings of the 113B, Hazard Report/Inspection, rep	port disseminated according t	o policy?	☐ Yes	✓ No
(3) Do all members of the command participate in distribut	nation?	✓ Yes	□No	
(4) COSC minutes posted in a timely manner?			✓ Yes	□No
(5) Required posters prominently displayed?			✓ Yes	□No
(6) COSC maintain the Command Occupational Safety Bul	lletin Board?		✓ Yes	□ No
(7) Are responsibilities for the Occupational Safety Bulletin	Board contents assigned to	specific members?	✓ Yes	□No
5. DOCUMENTATION	Yes Yes	Yes	CORRECTE	D
a. STD 261s, Authorization to Use Privately Owned Vehicles o filed in the employee's field folder?	n State Business, completed	annually and	✓ Yes	□No
 DMV INF 254, Government Agency Request for Driver Licer to request driver's license record check and filed in the empl 	nse/Identification Record Info oyee's field folder?	rmation, utilized	☐Yes	✓ No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized	1?		✓ Yes	□No
(1) Are required injuries and illnesses logged?			✓ Yes	□No
(2) Entries made within six working days of notification of ar	n employee injury or illness?		✓ Yes	□No
(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
(4) Retention according to policy?			✓ Yes	□No
(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
(6) Previous calendar year log posted during February?			✓ Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurat	ely?		✓ Yes	□No
(1) Commander review and sign?			✓ Yes	□No
(2) CHP 113s and attachments processed in a timely manner	er?		✓ Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection (Checklist?		✓ Yes	□No
(1) Are semiannual safety inspections conducted?			✓ Yes	□No
(2) Are safety hazards identified?			✓ Yes	□No
(3) Is corrective action taken within 30 days?			✓ Yes	□No
(4) CHP 113A, Safety Inspection Checklist, maintained with I	IIPP and retained according	to policy?	✓ Yes	□No
f. Are unsafe conditions identified and documented on CHP 113	B, Hazard Report/Inspection	?	☐ Yes	✓ No
(1) Measures taken to correct situation within 30 days?			✓ Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or att	ached to IIPP?		Yes	✓ No
g. Are the CHP 121 series thoroughly and accurately completed?	?		✓ Yes	□No
(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
(2) Commander signature on appropriate forms?		1115	✓ Yes	□No
			22	

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(3)	Routed within time frames?					✓ Yes	☐ No
	h. Is	CHP 208, Accident Prevention Report, thoroughly an	d accurat	ely completed?			✓ Yes	□No
S	(1)	Supervisor comments in-depth, clear, and concise?	>				✓ Yes	□No
(<u>-</u>	(2)	Commander review?					✓ Yes	□No
_	(3)	Commander signs appropriate form?					✓ Yes	□No
	(4)	Properly routed within time limits?					✓ Yes	□No
i	i. Are	injuries and accidents documented on CHP 442, Indi	ividual Ac	cident, Injury a	nd Safet	y Recognition Record?	✓ Yes	☐ No
	(1)	Are CHP 442s, Individual Accident, Injury and Safet	ty Recogr	nition Record, c	urrent?		✓ Yes	□No
	(2)	Safety recognition emblem summary current?					✓ Yes	□No
j	. Are	CHP 712As, Injury and Illness Prevention Program C	Orientation	and Review, k	ept curr	ent?	☐ Yes	✓ No
·	(1)	Is specific safety training documented on CHP 712,	Employe	e Emergency A	ction Pla	an Review?	✓ Yes	□No
	(2)	Copies maintained with IIPP file?					Yes	✓ No
6. I	NJURY	AND ILLNESS PREVENTION PROGRAM	1	EVALUATED Yes		ACTION REQUIRED Yes	CORRECTE	D
а	. Соп	nmand specific IIPP on file?				15,25	✓ Yes	□No
	(1)	Is the program effective?					✓ Yes	□No
	(2)	Contains all required documents?					☐ Yes	√ No
	(3)	Discussed with all employees?					✓ Yes	□No
	(4)	All employees understand their roles and responsibil	lities?				✓ Yes	□No
	(5)	Each employee completed CHP 712A, Injury and Illn	ness Prev	ention Program	Orienta	tion and Review?	Yes	☑ No
	(6) I	New employees review and complete CHP 712A, Inju and Review?	ury and II	Iness Preventio	n Progra	am Orientation	Yes	✓ No
	(7)	Are unsafe hazards or conditions identified, investiga	ited, corre	ected, and docu	ımented	?	✓ Yes	□No
	(8)	s required documentation maintained according to pe	olicy?				✓ Yes	□No
	Letters S	NICATION WITH DOSH	5	VALUATED Ces	- 1	ACTION REQUIRED Yes	CORRECTED	
a.		oyees aware of procedures regarding DOSH inspect		Ü			☐ Yes	☑ No
b.	Comr	nand's documents readily available for review by DC			?		✓ Yes	□No
8. HA	ZARD	OUS SUBSTANCE PROGRAM	V. V.	valuated es		ACTION REQUIRED NO	CORRECTED	
a.	Does	command have a written Hazardous Substance Pro	gram for	substances use	ed within	that command?	✓ Yes	□No
	(1) A	re hazardous substances identified and properly lab	eled?				Yes	□No
	(2) V	larning signs posted?		- E		i.	✓ Yes	□No
	(3) M	aterial Safety Data Sheets readily available?					✓ Yes	□No
	(4) Er	nployees receive training?					✓ Yes	□No

DEFARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(5) Training documented?				✓ Yes	□No
	(6) Employees informed of their right to applicable medical and exposure information?			✓ Yes	□No	
9. HA	AZARDOUS EXPOSURE CONTROL PROGRAMS		EVALUATED Yes	ACTION REQUIRED	CORRECTE	D
а.	Activities identified within command that may requi	ire exposure to I	hazardous cond	itions?	✓ Yes	□No
	(1) Appropriate engineering and/or administrative	controls implem	nented?		✓ Yes	□No
	(2) Protective equipment provided in accordance v	with bargaining	unit agreements	?	✓ Yes	□ No
	(3) Employees trained on use and maintenance of	f equipment?			✓ Yes	□No
	(4) Training documented?			1	✓ Yes	□No

Chapter 12 Inspection Rainbow Inspection Facility May 11, 2009 Page 7

Goals and Accomplishments:

1. b. (4). There has been one preventable recordable collision which occurred on 04/21/2009. This is the first collision of this type since 2004. There has been one cumulative trauma injury and one training injury at the Academy during Officer Safety Training trainer certification this year. Both injuries are non-preventable did not involve Facility operations. There has been no increase in Facility-related injuries due to the efforts of all employees ensuring safety in the workplace.

Participation:

- 2. a. (1) (5). The Facility Commander is very concerned with the health and safety of all employees. He regularly discusses and stresses safety issues at training days and staff meetings. The Commander ensures occupational safety comments are entered monthly by supervisors for all employees.
- 2. c. (2). To ensure all employees are knowledgeable about safety goals a quarterly review of Occupational Safety and Facility goals will be conducted on training days.

Accident and Injury Trends:

- 3. a. The Commander reviews all injury and accident reports to assist him in identifying any potential trends. All accidents and injuries are discussed at occupational safety committee meetings where suggestions are provided to prevent future occurrences.
- 3. b. A potential trend of employees lowering the Southbound Facility bay door to ensure trucks would not interfere with the door's operation was identified. The electrical switch at the bay door exit was disconnected. Employees must use the switch at the entrance to ensure the truck is fully within the bay. Further, where a specific injury trend has been identified, documentation has been provided to the employee addressing the deficiency.

Chapter 12 Inspection Rainbow Inspection Facility May 11, 2009 Page 8

Command Occupational Safety Committee:

- 4. a. The committee is chaired by the Facility Commander, Lieutenant R. Specht. Sergeant M. Brey is the Occupational Safety Coordinator. Committee members include: Office Supervisor R. Cheek, CVIS James Jackson, Officer C. Barres, and Officer J. Wolf.
- 4. b. (2). An agenda was not consistently prepared. The Occupational Safety Coordinator will ensure an agenda is prepared prior to each meeting.
- 4. g. (1) (2). Employees report any potential hazards to the supervisors either verbally or by e mail. They are then handled in a timely manner by the Facility Maintenance Coordinator.

Documentation:

- 5. f. No CHP 113B, Hazard Report/Inspection, forms have been filed. There are blank forms in the Illness and Injury Prevention Plan for employees to use when needed.
- 5. j. The CHP 712A's had not been signed indicating employees had reviewed the Illness and Injury Prevention Plan that was revised August 2008. All employees will review and sign their respective CHP 712A within 30 days.

Injury and Illness Prevention Program:

6. a. (2). A copy of the CHP 712 A for each employee was not in the Illness and Injury Prevention Plan. Copies will be placed with the Plan.

Communication with DOSH:

7. a. Employees are not aware of the procedures regarding Division of Occupational Safety and Health (DOSH) inspections. This issue has been identified and will be addressed at future area training dates.

Chapter 12 Inspection Rainbow Inspection Facility May 11, 2009 Page 9

Action Items:

- 2. c. (2). To ensure all employees are knowledgeable about safety goals, a review of Occupational Safety and Facility goals will be conducted by each employee within the next 30 days.
- 4. b. (2). An agenda for the Occupational Safety meeting was not consistently prepared. The Occupational Safety Coordinator will ensure an agenda is prepared prior to each Occupational Safety Committee meeting.
- 5. j. The CHP 712A's had not been signed indicating employees had reviewed the Illness and Injury Prevention Plan that was revised August 2008. All employees will review and sign their respective CHP 712A within 30 days.
- 6. a. (2). A copy of the CHP 712 A for each employee was not in the Illness and Injury Prevention Plan. Copies will be included with the Plan within the next 30 days.
- 7. a. Employees were not aware of the procedures regarding Division of Occupational Safety and Health (DOSH) inspections. This issue has been identified and will be addressed within the next 30 days.

CHAPTER 12

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

STATE OF CALIFORNIA

AREA DIVISION		NUMBER		
Indio	Border	630		
EVALUATED BY		DATE		
Sergeant J. D.	Rice	03/25/2009		

RUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this full is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EV		r pencil, and the Supplemen	suspense date	esirea.		
For	mal Evaluation 🗸 Info	rmal Evaluation				
FOLLOW-U	JP REQUIRED	Correction Report	COMMANDER'S REVIEW		DATE	
Yes	s 🗸 No	BY	_ Nouth	rell, copt.	3/2	7/09
1. GOA	ALS AND ACCOMPLISHMI	ENTS	evaluated Yes	ACTION REQUIRED No	CORRECTED	
	s the command familiar witl Safety Manual, Chapter 13?	n the Occupational Safety Prog	ram as outlined in HPM 10	.6, Occupational	✓ Yes	□No
(1	1) Are goals developed in	accordance with departmental	policy?		✓ Yes	☐ No
(2	2) Are environmental facto	ors, exposure factors, and past	experience/trends conside	red when setting goals?	✓ Yes	□No
(3	3) Are illness and non-seri	ous/non-traumatic injuries excl	luded from occupational sa	fety goals?	√ Yes	☐ No
(4	4) Are goals appropriately	categorized?			✓ Yes	☐ No
(5	5) Are goals realistic?				✓ Yes	□No
(6	6) Are goals consistent wit	h departmental objectives?			√ Yes	☐ No
(7	7) Is input from all levels c	onsidered before goals are est	ablished?		☑ Yes	☐ No
b. A	are goals being accomplish	ed?			☑ Yes	☐ No
(1	1) Accurate reporting on C	HP 113, Accident and Injury R	eport?	^	☑ Yes	☐ No
(2	2) Are accidents increasin	g?			☐ Yes	☑ No
(3	3) Are injuries increasing?				Yes	☑ No
(4	1) Why are they increasing	g/decreasing?				
(5	5) Is CHP 113, Accident a	nd Injury Report, posted or rea	dily accessible?		✓ Yes	☐ No
(6	3) Are employees knowled	lgeable about goals and achiev	vements?		√ Yes	☐ No
(7	7) Are employees providin	g suggestions toward goal atta	inment?		√ Yes	☐ No
2. PART	TICIPATION		EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. C	commander actively involve	d in program?			☑ Yes	☐ No
(1) Commander active in in	jury/illness case management?	?	10-000	✓ Yes	☐ No
(2	2) What is the commander	's attitude regarding occupatio	nal safety?			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP	453M	(Rev.	5-06)	OPI	009	

CHP	² 453M (Rev. 5-06) OPI 009			200
	(3) Occupational safety issues discussed at staff meetings and training days?		☑ Yes	☐ No
	(4) Are safety issues in the meeting minutes?		☑ Yes	☐ No
	(5) Commander comments regarding safety issues in performance evaluations?		√ Yes	☐ No
	(6) Does the commander ensure use of appropriate safety equipment?		√ Yes	☐ No
b.	o. Are managers/supervisors actively involved in the program?		√ Yes	☐ No
	(1) Are managers/supervisors involved in case management?		☑ Yes	☐ No
	(2) Do they have the appropriate attitude?		☑ Yes	☐ No
	(3) Are managers monitoring supervisors' progress and efforts to attain goals?		☑ Yes	☐ No
	(4) Are supervisors monitoring employees' efforts?		☑ Yes	☐ No
	(5) Do managers comment on safety issues in performance evaluations?		✓ Yes	☐ No
	(6) Do supervisors comment on safety issues in performance evaluations?			☐ No
	(7) Do managers/supervisors ensure the use of proper safety equipment?		☑ Yes	☐ No
c.	c. Are employees actively involved in the Occupational Safety Program?		☑ Yes	☐ No
	(1) Are employees involved in their case management?		√ Yes	☐ No
	(2) Are employees knowledgeable about safety goals?			☐ No
	(3) Are they aware of the command's achievements?		✓ Yes	☐ No
	(4) Are employees practicing safety while performing their duties?			☐ No
	(5) Are employees reporting unsafe conditions and/or work practices?			☐ No
	(6) Do employees work cooperatively to minimize hazards?		✓ Yes	☐ No
	(7) Do employees offer suggestions to improve occupational safety?			☐ No
	(8) Is employee equipment properly used and maintained?		☑ Yes	☐ No
3. A	ACCIDENT AND INJURY TRENDS EVALUATED Yes	ACTION REQUIRED	CORRECTED	
а.	a. Commander's method of identifying trends?	110		
	(1) Are accidents and injuries being monitored to identify trends?		√ Yes	☐ No
	(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	Report, OSHA 300,	☑ Yes	☐ No
	(3) Are personnel in the command aware of current and potential trends?		☑ Yes	☐ No
)	What corrective action has the command taken when a trend has been identified?			
	ra uto g			

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Are commanders, managers, and supervisors actively im	plementing corrective	ve actions?	☑ Yes	☐ No
ļ. (COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
а	a. What is the composition of the COSC?	1 2 2 2	100		
	(1) Is there representation from each collective bargaining un	nit?		✓ Yes	☐ No
	(2) Management and supervisory representation?			✓ Yes	☐ No
	(3) Command Safety Coordinator assigned?			✓ Yes	☐ No
	(4) Command Safety Coordinator active and effective?		=	√ Yes	☐ No
	(5) Are committee assignments rotated?			Yes	☑ No
	(6) COSC meetings held quarterly?			✓ Yes	☐ No
	(7) Are meetings held more frequently when goals are not be	eing attained?		Yes	☑ No
	(8) Do all committee members attend the meetings?		1	✓ Yes	☐ No
b	o. Are roles and responsibilities defined in accordance with IIPP	?		✓ Yes	☐ No
	(1) Do committee members understand their roles and response	onsibilities?		√ Yes	☐ No
	(2) Is an agenda prepared prior to the meeting?			Yes	☑ No
	(3) Are departmental and Division Occupational Safety meet	tings minutes readily	available?	√ Yes	☐ No
	(4) Are these minutes utilized for Area meetings?			√ Yes	☐ No
-	(5) Are assignments given during Area meetings?			✓ Yes	☐ No
С	c. Minutes prepared for the COSC meeting?			√ Yes	☐ No
	(1) Recording secretary appointed?			☑ Yes	☐ No
	(2) Minutes posted on command's Occupational Safety Boar	rd?		☐ Yes	☑ No
	(3) Are minutes included in IIPP file?			Yes	☑ No
	(4) Minutes maintained current year, plus three?			☑ Yes	☐ No
	(5) Minutes forwarded through channels?			✓ Yes	☐ No
d	d. Is the COSC effective?			√ Yes	☐ No
	(1) Are COSC recommendations clear, concise and pertiner	nt to the command?		✓ Yes	☐ No
	(2) COSC proactive to eliminate potential causes of acciden	ts and injuries?		✓ Yes	☐ No
	(3) COSC disseminate current information and training regar	rding health and saf	ety issues?	√ Yes	☐ No
e	e. Do all personnel receive current information regarding health	and safety?		✓ Yes	☐ No
	Are outside agency safety programs utilized as a resource?			☐ Yes	☑ No
а	Does the command maintain an effective health and safety or	ommunications syste	em?	☑ Yes	□ No

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHP 4	53M (Rev. 5-06) OPI 009		
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	☐ No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	☐ No
	(3) Do all members of the command participate in distribution of safety and health information?	√ Yes	☐ No
	(4) COSC minutes posted in a timely manner?	☑ Yes	☐ No
	(5) Required posters prominently displayed?	√ Yes	☐ No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	√ Yes	☐ No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	☑ Yes	☐ No
5. DC	OCUMENTATION EVALUATED ACTION REQUIRED NO	CORRECTED	
a.	STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	√ Yes	☐ No
b.	DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	Yes	☑ No
C.	OSHA 300, Log of Occupational Injury and Illnesses, utilized?	√ Yes	☐ No
	(1) Are required injuries and illnesses logged?	√ Yes	☐ No
	(2) Entries made within six working days of notification of an employee injury or illness?	√ Yes	☐ No
	(3) Is lost-time and limited-duty documentation accurate?	√ Yes	☐ No
)	(4) Retention according to policy?	√ Yes	☐ No
	(5) Readily accessible for review by Cal-OSHA?	√ Yes	☐ No
	(6) Previous calendar year log posted during February?	√ Yes	☐ No
d.	Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	☐ No
	(1) Commander review and sign?	√ Yes	☐ No
	(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	☐ No
e.	Does the command utilize the CHP 113A, Safety Inspection Checklist?	☑ Yes	☐ No
	(1) Are semiannual safety inspections conducted?	☑ Yes	☐ No
	(2) Are safety hazards identified?	✓ Yes	☐ No
	(3) Is corrective action taken within 30 days?	☑ Yes	☐ No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	☑ Yes	☐ No
f.	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?		☐ No
	(1) Measures taken to correct situation within 30 days?	☑ Yes	☐ No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	√ Yes	☐ No
g.	Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□ No
3	(1) Supervisory comments in-depth, clear, and concise?	☑ Yes	☐ No
	(2) Commander signature on appropriate forms?	√ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	CUP.	AIIC	JNAI	L 2	AL	Ĭ
CHP	453M	(Rev.	5-06)	OPI	009	

CUP	455101	I (Kev. 5-06) OPI 009				
	(3)	Routed within time frames?			√ Yes	☐ No
h	ı. İs (CHP 208, Accident Prevention Report, thoroughly and accura	tely completed?		✓ Yes	☐ No
	(1)	Supervisor comments in-depth, clear, and concise?			√ Yes	☐ No
	(2)		√ Yes	□ No		
	(3)	Commander signs appropriate form?			√ Yes	□No
	(4)	Properly routed within time limits?			√ Yes	☐ No
i.	Are	injuries and accidents documented on CHP 442, Individual A	ccident, Injury and	Safety Recognition Record?	✓ Yes	☐ No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	gnition Record, cu	rent?	✓ Yes	☐ No
	(2)	Safety recognition emblem summary current?			√ Yes	☐ No
j.	Are	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, ke	pt current?	✓ Yes	☐ No
	(1)	Is specific safety training documented on CHP 712, Employ	ee Emergency Ac	tion Plan Review?	☑ Yes	☐ No
	(2)	Copies maintained with IIPP file?			✓ Yes	☐ No
6. I	NJUR	RY AND ILLNESS PREVENTION PROGRAM	Yes Yes	ACTION REQUIRED	CORRECTED	
а	ı. Co	mmand specific IIPP on file?			√ Yes	☐ No
	(1)	Is the program effective?			√ Yes	☐ No
_	(2)	Contains all required documents?			√ Yes	☐ No
	(3)	Discussed with all employees?			☑ Yes	☐ No
	(4)	All employees understand their roles and responsibilities?			√ Yes	☐ No
	(5)	Each employee completed CHP 712A, Injury and Illness Pr	evention Program	Orientation and Review?	☑ Yes	☐ No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	lliness Preventio	n Program Orientation	☑ Yes	☐ No
	(7)	Are unsafe hazards or conditions identified, investigated, co	orrected, and docu	mented?	√ Yes	☐ No
	(8)	Is required documentation maintained according to policy?			☑ Yes	☐ No
7. 0	OMM	NUNICATION WITH DOSH	Yes Yes	ACTION REQUIRED No	CORRECTED	
а	. Em	nployees aware of procedures regarding DOSH inspections?			✓ Yes	□No
b	. Co	mmand's documents readily available for review by DOSH Co	ompliance Officer?		☑ Yes	□No
8. F	IAZAI	RDOUS SUBSTANCE PROGRAM	Yes Yes	ACTION REQUIRED NO	CORRECTED	
а	. Do	es command have a written Hazardous Substance Program f	for substances use	ed within that command?	☑ Yes	☐ No
	(1)	Are hazardous substances identified and properly labeled?			☑ Yes	☐ No
	(2)	Warning signs posted?			☑ Yes	☐ No
	(3)	Material Safety Data Sheets readily available?			√ Yes	☐ No
	(4)	☑ Yes	☐ No			

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

0111	100111 (11011 0 00) 01 1 000				
	(5) Training documented?	***************************************			☐ No
_	(6) Employees informed of their right to applicable medic	cal and exposure informa	ation?	✓ Yes	☐ No
0	HAZARDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED	ACTION REQUIRED	CORRECTED	
9. 1	HAZARDOUS EXPOSURE CONTROL PROGRAMS	Yes	No		
6	a. Activities identified within command that may require expo	osure to hazardous cond	ditions?	√ Yes	☐ No
******	(1) Appropriate engineering and/or administrative contro	ls implemented?		✓ Yes	☐ No
	(2) Protective equipment provided in accordance with ba	argaining unit agreement	rs?	√ Yes	☐ No
	(3) Employees trained on use and maintenance of equip	oment?		☑ Yes	☐ No
	(4) Training documented?			✓ Yes	☐ No

Memorandum

Date:

March 25, 2009

To:

Indio Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Indio Area

File No.:

630.11557.11907

Subject:

AREA EVALUATION, CHAPTER 12, OCCUPATIONAL SAFETY

On March 25, 2009, an evaluation of the Occupational Safety Program in the Indio Area was conducted by Sergeant J. D. Rice, the Area's Occupational Safety Sergeant. This evaluation was done to assist individuals in the Area, at all levels, in reaching departmental objectives and individual goals through the proper use of available resources and the maintenance of acceptable levels of safe work practices. Attached is a report of the in-depth evaluation.

1. GOALS AND ACCOMPLISHMENTS:

a. Captain Sutherland clearly indicated what the Indio Area was accomplishing through an active Occupational Safety Program. Captain Sutherland discussed the Area's patrol car collisions and was well aware of how each collision occurred. The Area constantly re-evaluates current trends in order to modify their program and training. During the calendar year 2008, the Area experienced four (4) preventable patrol car collisions. This was an increase of two (2) from the 2007 and 2006 year in which the area had two (2) collisions respectively. It was however a decrease of two (2) from the year 2005 and a decrease in (1) from the the year 2004. Officers involved in a preventable collision had corrective action taken against them and attended an Area Occupational Safety Meeting.

1a.(7) The Commander is very active in the Area's Occupational Safety Program. She continually solicits input from uniformed and non-uniformed personnel concerning the Area's Occupational Safety practices to assist in improving the Area's program.

2. PARTICIPATION:

a. The Area Commander is actively involved in all aspects of the Occupational Safety Program and maintains a very proactive role in its implementation. Her enthusiasm provides a positive example for all employees. Additionally, there is active involvement/participation in the Occupational Safety Committee from managers, supervisors, officers, and non-uniformed personnel. The Area Commander is the Chairperson of the committee.

Area Evaluation, Chapter 12 Page 2 March 25, 2009

3. COLLISION AND INJURY TRENDS:

a. The Commander and Occupational Safety Sergeant identify collision trends in the Area through various methods. These include, but are not limited to, reviewing all collision related documentation and discussing the collision with shift supervisors and involved officers. Supervisors continue to stress the importance of remaining alert at all times to potential hazards and the utilization of defensive driving techniques. The Area Commander also discusses occupational safety at staff meetings. The Area aggressively works to reduce the number of preventable patrol vehicle collisions.

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE:

- a. The Area's Occupational Safety Committee is comprised of all levels of uniformed and non-uniformed personnel. The Area Commander serves as the chairperson and attends all of the occupational safety meetings.
- **a.**(7) COSC meetings are held quarterly. Due to the varying shifts and workloads it is very difficult to remove members of the COSC from their respective assignments to attend additional meetings. In lieu of increasing the number of meetings, the commander has chosen to speak to members of the COSC individually when necessary. During these discussions the commander addresses any concerns she has in regards to the Area meeting its occupational safety projections for the year. During these discussions she solicits input as to what can be done to stem the increases.
- **c.(3)** The minutes are kept in the Occupational Safety Binder along with the Area's CHP 121's and STD 270's. This binder is maintained by the Area's Office Supervisor. (G. Green).
- **g.(1)** The Area utilizes the CHP 113B to document/report hazards. These forms are readily available to Area personnel. All actual or potential hazardous conditions are documented on this form, and a copy placed in the Area's Injury Illness Prevention Program Manual. The information is also disseminated accordingly.
- g.(7) The Occupational Safety Sergeant maintains the Occupational Safety Board for the Area.

Area Evaluation, Chapter 12 Page 3 March 25, 2009

5. DOCUMENTATION:

The required occupational safety forms are being completed as required. An Injury and Illness Prevention Plan Orientation and Review (CHP 712A) Form is completed for all employees. An Injury and Illness Prevention Program memorandum is also completed for all employees at the time of their yearly evaluation. A STD 612, California Worker's Compensation Notice to State Employees Form, is posted in three locations in the building; the Area briefing room, the bulletin board in the front office near the main hallway, and the bulletin board in the break room.

- e.(1) There had not been any verifiable safety inspections performed in the recent past. This oversight has been corrected and the required semi-annual inspections will be performed in the future.
- **j.(1)** Specific training pertaining to occupational safety is documented in the involved employee's personnel files by the Area Training Officer and/or a Sergeant.

SUMMARY:

Indio Area personnel have a good working knowledge of and realize the importance of the Occupational Safety Program. The Commander and staff are interested in everyone's personal welfare. Safe vehicle operation and the reduction/elimination of patrol vehicle collisions and preventable injuries will remain one of the Area's primary goals.

J. D. RICE

SAFETY INSPECTION CHE		DIVISION	SECTION/AREA
CHP 113A (Rev. 9-96) OPI 090	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Border	Indio Area / 630
✓ Indicates satisfactory		X Indicates correction needed (expl	ain fully in Remarks by number)
PARKI	NG LOTS	B. BUILDING E	NTRIES—EXITS
 ✓ 1. Access visibility ✓ 2. Traffic hazards ✓ 3. Chuck holes/weeds ✓ 4. Oil/grease spills ✓ 5. Fire Hazards ✓ 6. Drainage 	✓ 7. Handicapped spaces✓ 8. Debris/leaves☐ 9. Other:	 ✓ 1. Sidewalks ✓ 2. Steps ✓ 3. Railings ✓ 4. Floor surface ✓ 5. Lighting ✓ 6. Doors, swing out 	 ✓ 7. Wet weather entry ✓ 8. Floor mats ✓ 9. Other:
	OTECTION	D. EQU	IPMENT
✓ 1. Extinguishers, hoses ✓ 2. Exits and exit signs ✓ 3. Heating system ☐ A. If boiler, inspection tag ✓ B. Water heaters, vents, valv ✓ 4. Ammo and shotgun storage	✓ 5. Flare storage ☐ 6. Other:	 ✓ 1. Desks ✓ 2. Chairs, casters ✓ 3. Tables ✓ 4. Ladders ✓ 5. File cabinets ✓ 6. File drawers 	7. Electrical 8. Other:
E. HOUSE	KEEPING	F. AUTOMO	TIVE SERVICE
 ✓ 1. Space utilization ✓ 2. Aisles, floors, stairs ✓ 3. Storage ✓ 4. Lighting ✓ 5. Ventilation ✓ 6. Electrical Cords 	✓ 7. Fire hazards ✓ 8. Waste disposal ☐ 9. Other:	 ✓ 1. Windshield cleaning equip. ✓ 2. Housekeeping ✓ 3. Flammables ✓ 4. Electrical tools, grounding ✓ 5. Waste disp., covered cans ✓ 6. Ventilation 	 7. Washrack ✓ 8. Fire extinguishers ✓ 9. Dispenser equip. (gas/oil) ✓ 10. Spills ✓ 11. Vents clear ☐ 12. Eye wash station ☐ 13. Other:
PLASTIC B	ULLET RANGE	H. PERSONAL PRO	TECTIVE EQUIPMENT
1. Control of live ammunition 2. Problem(s) from possible live a 3. Backstop in repair	4. Other:	 ✓ 1. Helmets and straps ✓ 2. Ear protection ✓ 3. Eye protection 	4. Waterless soap 5. Other:
I. SAFETY BU	LLETIN BOARD		THE RESERVED AND THE PARTY OF T
 ✓ 1. Neat and attractive ✓ 2. Display changed regularly ✓ 3. Safety messages 	✓ 4. Required postings ☐ 5. Other:		
REMARKS		Transport register a control of transport to the first section of the	
*			
)			
INSPECTED BY J. D. Rice 11907 / Sergeant			DATE 03/25/2009

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
DESERT HILLS TE	Boence	656
EVALUATED BY	1	DATE ; /

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Eva		nal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIF	No	☐ Correction Report	COMMANDER'S REVIEW	ACTION REQUIRED	DATE S -	26-09
1. GOALS AN	ID ACCOMPLISHME	NTS	EVICONIED	, , , , , , , , , , , , , , , , , , ,		
	ommand familiar with Manual, Chapter 13?	the Occupational Safety Progra No CLIMPT. 13 IN N			Yes	□No
(1) Are	goals developed in a	ccordance with departmental p			Yes	□No
(2) Are	environmental factors	s, exposure factors, and past ex	xperience/trends considere	d when setting goals?	✓ Yes	□No
(3) Are	illness and non-serior	us/non-traumatic injuries exclud	ded from occupational safe	ty goals?	☐Yes	No
(4) Are	goals appropriately ca	ategorized?			√Yes	□No
(5) Are	goals realistic?				Yes	□ No
(6) Are	goals consistent with	departmental objectives?			✓ Yes	□No
(7) Is in	put from all levels cor	sidered before goals are estab	lished?		✓ Yes	□ No
b. Are goals	s being accomplished	?			[j]Yes	□ No
(1) Accı	rate reporting on CH	⊇ 113, Accident and Injury Rep	ort?		☑ Yes	☐ No
(2) Are a	accidents increasing?				☐ Yes	II No
(3) Are i	njuries increasing?				Yes	□Ko
(4) Why	are they increasing/d	ecreasing?				
(5) Is CH	HP 113, Accident and	Injury Report, posted or readily	accessible?		☑ Yes	□No
(6) Are e	mployees knowledge	able about goals and achieven	nents?		☑ Yes	□No
(7) Are e	mployees providing s	uggestions toward goal attainm	nent?		Yes	□No
. PARTICIPAT	ION		EVALUATED	ACTION REQUIRED	CORRECTED	
a. Command	der actively involved in	n program?			☑ Yes	□No
(1) Comr	nander active in injury	/illness case management?		10	Yes	□No
(2) What	is the commander's a	ttitude regarding occupational	safety?			
PosiTi	ive and fea	Partive .				

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 4	153M	(Rev	5-06)	OPI 009

(3) Occupational safety issues discussed at staff meetings and training days?	☑ Yes	□No
(4) Are safety issues in the meeting minutes?	☑ Yes	□No
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
(6) Does the commander ensure use of appropriate safety equipment?	Yes	□No
b. Are managers/supervisors actively involved in the program?	☑ Yes	☐ No
(1) Are managers/supervisors involved in case management?	✓ Yes	□No
(2) Do they have the appropriate attitude?	☑ Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	√ Yes	□No
(4) Are supervisors monitoring employees' efforts?	Yes	□No
(5) Do managers comment on safety issues in performance evaluations?	☑ Yes	□No
(6) Do supervisors comment on safety issues in performance evaluations?	[☑ Yes	□No
(7) Do managers/supervisors ensure the use of proper safety equipment?	√Yes	□No
c. Are employees actively involved in the Occupational Safety Program?	Yes	□No
(1) Are employees involved in their case management?	∏⁄Yes	☐ No
(2) Are employees knowledgeable about safety goals?	☑Yes	□No
(3) Are they aware of the command's achievements?	 ∀es	□No
(4) Are employees practicing safety while performing their duties?	Yes	□No
(5) Are employees reporting unsafe conditions and/or work practices?	☑ Yes	□No
(6) Do employees work cooperatively to minimize hazards?	☑ Yes	□No
(7) Do employees offer suggestions to improve occupational safety?	☑Yes	□No
(8) Is employee equipment properly used and maintained?	☑ Yes	□No
3. ACCIDENT AND INJURY TRENDS EVALUATED ACTION REQUIRED	CORRECTED	
a. Commander's method of identifying trends?		
DIVISION OCC SAFETY COMMITTEE MEETING MINUTES/IMPO, AREA CHP4	12, CHP1	13
(1) Are accidents and injuries being monitored to identify trends?		□No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	√Yes	□No
(3) Are personnel in the command aware of current and potential trends?	☐ Yes	□No
b. What corrective action has the command taken when a trend has been identified?		
SUPERVISORS MOMITOR PERSONNEL USE OF PROPER ETALIPA	MENT, MI	MTHLY
CHPIDDE SOFETIP COMMENTS, BRIEFING ITEMS, AREA TRAINING G	DOY Inc	TULCTIONS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	☑Yes ☐ No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) EVALUATED ACTION REQUIRES	D CORRECTED
a. What is the composition of the COSC? AREN COMMONDER OCC. SAFETY SUB	PREVISOR, CLERICAL
REPRSENTATIVE, JAMITOR AREA CHAP REP BLID REPRESENTATIVE A	* *
BNE(1) CVB, SPECIAL DUTY OFFICER	
(1) Is there representation from each collective bargaining unit?	☑Yes ☐ No
(2) Management and supervisory representation?	☑Yes ☐ No
(3) Command Safety Coordinator assigned?	☑Ýes ☐ No
(4) Command Safety Coordinator active and effective?	☑Yes □ No
(5) Are committee assignments rotated?	☑Yes □ No
(6) COSC meetings held quarterly?	[□Ýes □ No
(7) Are meetings held more frequently when goals are not being attained?	☐ Yes ☑ No
(8) Do all committee members attend the meetings?	☑Yes ☐ No
b. Are roles and responsibilities defined in accordance with IIPP?	☑Yes ☐ No
(1) Do committee members understand their roles and responsibilities?	☑ Yes □ No
(2) Is an agenda prepared prior to the meeting?	☑Yes □ No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	☑Yes ☐ No
(4) Are these minutes utilized for Area meetings?	☑Yes □ No
(5) Are assignments given during Area meetings?	☑ Yes ☐ No
c. Minutes prepared for the COSC meeting?	☐ Yes ☐ No
(1) Recording secretary appointed?	☐ Yes ☑ No
(2) Minutes posted on command's Occupational Safety Board?	☑ Yes ☐ No
(3) Are minutes included in IIPP file?	☑Yes ☐ No
(4) Minutes maintained current year, plus three?	□ Yes □\no
(5) Minutes forwarded through channels?	☑Yes □ No
d. Is the COSC effective?	∰Yes □ No
(1) Are COSC recommendations clear, concise and pertinent to the command?	☑ Yes □ No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	☑Yes □ No
(3) COSC disseminate current information and training regarding health and safety issues?	[☑Yes □ No
e. Do all personnel receive current information regarding health and safety?	☑Yes □ No
f. Are outside agency safety programs utilized as a resource?	☐ Yes ☑ No
g. Does the command maintain an effective health and safety communications system?	∏Yes □ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Potential hazards reported on CHP 113B, Hazard Report/I	nspection?		☐ Yes	Mo
(2) Are findings of the 113B, Hazard Report/Inspection, report	disseminated according	to policy?	☐ Yes	17 No
(3) Do all members of the command participate in distribution	of safety and health infor	mation?	☐ Yes	☑ No
(4) COSC minutes posted in a timely manner?			∏∕Yes	□No
(5) Required posters prominently displayed?			[☑\Yes	□No
(6) COSC maintain the Command Occupational Safety Bulletin	Board?		☑ Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Boa	ard contents assigned to	specific members?	☑ Yes	☐ No
5. DOCUMENTATION	3/64/69	ACTION REQUIRED	CORRECT	ED
a. STD 261s, Authorization to Use Privately Owned Vehicles on St filed in the employee's field folder?	ate Business, completed	l annually and	☑ Yes	□No
 DMV INF 254, Government Agency Request for Driver License/ to request driver's license record check and filed in the employe 		rmation, utilized	☐ Yes	12/No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?			⊉Ýes	□No
(1) Are required injuries and illnesses logged?			√Yes	□No
(2) Entries made within six working days of notification of an em	nployee injury or illness?		☑ Yes	□No
(3) Is lost-time and limited-duty documentation accurate?			√ Yes	□ No
(4) Retention according to policy?			√ Yes	☐ No
(5) Readily accessible for review by Cal-OSHA?			Ų Yes	□ No
(6) Previous calendar year log posted during February?			√Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?			⊋ Yes	□ No
(1) Commander review and sign?			☑ Yes	□No
(2) CHP 113s and attachments processed in a timely manner?			[☑Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Chec	cklist?		☐ Yes	☑ No
(1) Are semiannual safety inspections conducted?			☐ Yes	[☑No
(2) Are safety hazards identified?			☑ Yes	⊡ No
(3) Is corrective action taken within 30 days?			☑∕Yes	□No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP	and retained according t	o policy?	☐ Yes	₩ No
f. Are unsafe conditions identified and documented on CHP 113B, H	azard Report/Inspection?	?	Yes	₩ No
(1) Measures taken to correct situation within 30 days?			∐ Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached	ed to IIPP?		Yes	□ No
g. Are the CHP 121 series thoroughly and accurately completed?			₩Yes	□No
(1) Supervisory comments in-depth, clear, and concise?			ЙYes	□No
(2) Commander signature on appropriate forms?			Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(3)	Routed within time frames?			☑ Yes	□No
	h. Is (CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		☑ Yes	□No
	(1)	Supervisor comments in-depth, clear, and concise?			[☑Ýes	□No
	(2)	Commander review?			∏⁄Yes	□No
	(3)	Commander signs appropriate form?			□Z Yes	□No
	(4)	Properly routed within time limits?			☑ Yes	☐ No
į	Are	injuries and accidents documented on CHP 442, Individual A	accident, Injury and S	afety Recognition Record?	Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	gnition Record, currer	it?	Yes	□ No
	(2)	Safety recognition emblem summary current?			Yes	☐ No
j	Are (CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, kept o	current?	☑ Yes	□No
,	(1)	Is specific safety training documented on CHP 712, Employ	ee Emergency Action	Plan Review? ETRS	☐ Yes	[] No
	(2)	Copies maintained with IIPP file?			Yes	Ū√No
6. II	NJURY	AND ILLNESS PREVENTION PROGRAM	3/06/09	ACTION REQUIRED	CORRECTE	D
а	. Com	nmand specific IIPP on file?		"	☑ Yes	☐ No
	(1)	Is the program effective?			Yes	□ No
	(2)	Contains all required documents?			☑ Yes	☐ No
	(3)	Discussed with all employees?			☑ Yes	□No
	(4)	All employees understand their roles and responsibilities?				□No
	(5) I	Each employee completed CHP 712A, Injury and Illness Pre	vention Program Orie	ntation and Review?	☑ Yes	□No
		New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Pro	ogram Orientation	Yes	□No
	(7) A	Are unsafe hazards or conditions identified, investigated, cor	rected, and documen	ted?	☑ Yes	□No
	(8) I	s required documentation maintained according to policy?			☐ Yes	☑ No
7. C	UMMC	NICATION WITH DOSH	3 /06 /09	ACTION REQUIRED	CORRECTED	Ni .
a.	Emplo	oyees aware of procedures regarding DOSH inspections?			☐ Yes	□No
b.	Comn	nand's documents readily available for review by DOSH Cor	7-7-7-10-10-10-10-10-10-10-10-10-10-10-10-10-		∰Ŷes	□No
8. HA	ZARD	OUS SUBSTANCE PROGRAM	03/18/09	ACTION REQUIRED	CORRECTED	
a.	Does	command have a written Hazardous Substance Program for	substances used wit	hin that command?	☑ Yes	□No
	(1) A	re hazardous substances identified and properly labeled?			☑^Ŷes	□No
	(2) W	/arning signs posted?			[]Yes	□No
	(3) M	aterial Safety Data Sheets readily available?			☑′Yes	□No
	(4) Er	mployees receive training?			☑ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

es	□No
es	□ No
ECTED	
es	□No
es	□No
es	□ No
es	□No
es	□No
(((((((((((((((((((es es es es es

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Oceanside	Division: Border	Chapter: Occupational Safety
inspected by:		Date:
Sergeant Van	Orsdel	3/01/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☐ Corrective Action Plan Included ☐ Division Level ☐ Command Level ☐ Appeal Included ☐ Executive Office Level ☐ Attachments Included
□ Appear included
Attachments included
Follow-up Required: Forward to: Commander's Signature: Date:
□ Yes No Due Date: LALL AAAN 6-16-6
Chapter Inspection:
Inspector's Comments Regarding Innovative Practices:
Command Suggestions for Statewide Improvement:
Inspector's Findings:
The Oceanside Area has an effective Occupational Safety Program. Officer Safety is stressed during training days and briefings. Area supervisors have taken a proactive approach to Occupational Safety. They encourage all employees to maintain a safe working environment. Sergeants frequently observe and comment on the safety practices of officers during ride-alongs and other incidents. Considering the age of the Area office (42 years), and its crowded condition, employees are working effectively to maintain a safe working environment.
Commander's Response:
Commander's Response:
Commander's Response: Inspector's Comments:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter: 12
Oceanside	Border	Occ Safety
Inspected by:Sergeant van Orsdel		Date: 3/01/2009

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Required Action	egan u tale, i reda	HERE PERSONS		0.000
		e - 生物化。內域的	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
Corrective Action	Plan/Timeline			

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE INSRECTOR'S SIGNATURE	6-16-0 9 DATE
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	6-30-09 DATE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	NCISIVID	NUMBER
Oceanside	Border	650
EVALUATED BY		DATE.
Sergeant K. Van Orsdel, 12118		03/01/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE					
FOLLOW-UP REQUIRED Correction Report Yes No BY	COMMANDER'S REVIEW	PAIN 4-	24-0			
1. GOALS AND ACCOMPLISHMENTS	Yes No	EQUIRED CORRECTE N/A	D			
Is the command familiar with the Occupational Safety Program a Safety Manual, Chapter 13?	s outlined in HPM 10.6, Occupat	ional ☑ Yes	□No			
		✓ Yes	□ No			
(2) Are environmental factors, exposure factors, and past expension			□No			
(3) Are illness and non-serious/non-traumatic injuries excluded	from occupational safety goals?	✓ Yes	□ No			
(4) Are goals appropriately categorized?		✓ Yes	□ No			
(5) Are goals realistic?		✓ Yes	□No			
(6) Are goals consistent with departmental objectives?		✓ Yes	□No			
(7) Is input from all levels considered before goals are establish	ed?	✓ Yes	□No			
b. Are goals being accomplished?			□No			
(1) Accurate reporting on CHP 113, Accident and Injury Report?		✓ Yes	□No			
(2) Are accidents increasing?		☐Yes	☑ No			
(3) Are injuries increasing?		☐Yes	☑ No			
(4) Why are they increasing/decreasing? Occupational Safety i	(4) Why are they increasing/decreasing? Occupational Safety is stressed with all employees by supervisors and managers alike.					
(5) Is CHP 113, Accident and Injury Report, posted or readily ac	cessible?	✓ Yes	□No			
(6) Are employees knowledgeable about goals and achievement	s?	✓ Yes	□No			
(7) Are employees providing suggestions toward goal attainment	?		□No			
2. PARTICIPATION	EVALUATED ACTION REC	QUIRED CORRECTED N/A				
a. Commander actively involved in program?		✓ Yes	□No			
(1) Commander active in injury/illness case management?	(1) Commander active in injury/illness case management?					
(2) What is the commander's attitude regarding occupational safe	ety? Commander is actively supp	orting the Occupational S	Safety			
program, employee safety is stressed with officers at briefing	s and training days alike.					

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) Yes No	corrected d represen	
Land to the grammarities of the COCCO Annual Land Line Line Cocco Commission Commission Commission Cocco	d represen	
a. What is the composition of the COSC? Area commander, Administrative Sergeant, Office Services Supervisor, and		tatives from
other bargaining units within the Area.		
(1) Is there representation from each collective bargaining unit?	☑ Yes	□ No
(2) Management and supervisory representation?	✓ Yes	□No
(3) Command Safety Coordinator assigned?	√ Yes	□No
(4) Command Safety Coordinator active and effective?	✓ Yes	□No
(5) Are committee assignments rotated?	☐ Yes	☑ No
(6) COSC meetings held quarterly?	☐ Yes	☑ No
(7) Are meetings held more frequently when goals are not being attained?	Yes	☑ No
(8) Do all committee members attend the meetings?	☑ Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP?	✓ Yes	□No
(1) Do committee members understand their roles and responsibilities?	✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?	✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	✓ Yes	□No
(4) Are these minutes utilized for Area meetings?	✓ Yes	□No
(5) Are assignments given during Area meetings?	√ Yes	□No
c. Minutes prepared for the COSC meeting?	√ Yes	□No
(1) Recording secretary appointed?	✓ Yes	□ No
(2) Minutes posted on command's Occupational Safety Board?	Yes	☑ No
(3) Are minutes included in IIPP file?] Yes	☑ No
(4) Minutes maintained current year, plus three?	Yes	✓ No
(5) Minutes forwarded through channels?] Yes	☑ No
d. Is the COSC effective?	Z Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	☑ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	Yes	□ No
(3) COSC disseminate current information and training regarding health and safety issues?	/ Yes	□ No
e. Do all personnel receive current information regarding health and safety?	Yes	□ No
f. Are outside agency safety programs utilized as a resource?] Yes	☑ No
g. Does the command maintain an effective health and safety communications system?	Yes [□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

-	(3) Routed within time frames?				✓ Yes	□No
-	h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?				✓ Yes	□No
-	(1) Supervisor comments in-depth, clear, and concise?				✓ Yes	□No
#1	(2)	(2) Commander review?				□No
***	(3)	Commander signs appropriate form?			✓ Yes	□No
	(4)	Properly routed within time limits?			✓ Yes	□No
	i. Are	injuries and accidents documented on CHP 442, Individual	Accident, Injury and	Safety Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, cur	rent?	✓ Yes	□No
_	(2) Safety recognition emblem summary current?				✓ Yes	□No
	. Are	CHP 712As, Injury and Illness Prevention Program Orientation	ion and Review, ke	pt current?	✓ Yes	□No
_	(1)	Is specific safety training documented on CHP 712, Employ	yee Emergency Act	tion Plan Review?	✓ Yes	□No
	(2) Copies maintained with IIPP file?					☑ No
6.	6. INJURY AND ILLNESS PREVENTION PROGRAM EVALUATED Yes No				CORRECTED	
	a. Co	mmand specific IIPP on file?			✓ Yes	□No
	(1)	Is the program effective?			✓ Yes	□No
-	(2)	Contains all required documents?			✓ Yes	□No
_	(3) Discussed with all employees?				✓ Yes	□No
-	(4) All employees understand their roles and responsibilities?				✓ Yes	□No
_	(5)	(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?				□No
	(6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?					□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	orrected, and docur	mented?	✓ Yes	□No
	(8)	Is required documentation maintained according to policy?			✓ Yes	□No
7. (COMM	IUNICATION WITH DOSH	Yes	No No	CORRECTED	
a	a. Em	ployees aware of procedures regarding DOSH inspections?			✓ Yes	☐ No
b	, Cor	mmand's documents readily available for review by DOSH C			✓ Yes	□No
8. F	HAZAF	RDOUS SUBSTANCE PROGRAM	Yes	No No	CORRECTED	
a	a. Does command have a written Hazardous Substance Program for substances used within that command?					□No
	(1) Are hazardous substances identified and properly labeled?				✓ Yes	□No
	(2) Warning signs posted?				✓Yes	□No
	(3) Material Safety Data Sheets readily available?				✓ Yes	□No
	(4) Employees receive training?				✓ Yes	□No

1. GOALS AND ACCOMPLISHMENTS:

- a. The command is very familiar with the Occupational Safety Program. Area Occupational Safety goals are set realistically and are categorized in accordance with departmental goals.
- b. The command is presently meeting its goals in all categories. All recordable accidents and injuries are accurately reported on the CHP 113. The CHP 113 is not routinely posted, however it is available for review by any employee in the clerical or Administrative Sergeant's file.

Both accidents and injuries decreased in 2008 from the prior year.

2. <u>PARTICIPATION:</u>

- a. The Area Commander attends the Division Occupational Safety Committee meetings which are held via conference call on a quarterly basis. The Area's goals and accomplishments are discussed at all training days. Accidents and injuries are debriefed as soon as practical during shift briefings and input is sought from all employees with the goal of preventing the same incident from repeating itself.
- b. Area Management and Supervisors are actively involved in the Occupational Safety program and routinely discuss items of concern at the Staff Meetings. Area Supervisors keep management apprised of all new accidents and injuries. Supervisors keep in frequent contact with injured employees. Supervisors are encouraged to observe employees working in the field and make pertinent comments on their monthly CHP 100 forms. Approximately 75 percent of the performance evaluations contained occupational safety comments.
- c. All employees are "Safety Aware." Employees both civilian and uniformed regularly identify unsafe conditions to the Administrative Sergeant who takes the necessary steps to correct the condition. Uniformed employees routinely discuss practices they perceive to be unsafe among their peers. The Oceanside Area lost two officers in the line of duty in 2000 and 2001. As a result, uniformed employees have a heightened awareness of safety.

3. ACCIDENT AND INJURY TRENDS:

- a. The commander reviews each incident that involves an accident or injury and compares that to any previous incidents which are similar in nature.
- b. Area supervisors conduct semi-annual ride-alongs with each field officer. The supervisors discuss the importance of occupational safety with all employees and encourage their direct participation. If a trend is identified procedures are modified as necessary and personnel are briefed of any modification.

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC):

a. The Area Commander serves as the committee chairperson with the Administrative Sergeant serving as the Command Safety Coordinator.

Formal COSC meetings have not been held quarterly in the recent past. The first quarter 2009 meeting will be held in April 2009, following the DOSC meeting.

5. DOCUMENTATION:

- a. STD 261 forms (Authorization to Use Privately Owned Vehicles on State Business) are signed and updated annually during the performance appraisal review. The forms are on file in every personnel folder.
- b. During the completion of the annual CHP 118, Area Supervisors check on the status of the employee's Driver's License. All employee's possess a valid Driver's License.
- c. Entries on the OSHA 300, Log of Occupational Injury and Illnesses are accurate and are entered within the required 6 working day time frame. The logs are kept for five years plus the current year and are readily available for review by CAL-OSHA representatives.
- d. The Administrative Sergeant is responsible for completing the CHP 113, Accident and Injury Report. After being reviewed by the Area Commander, the CHP 113 is forwarded to Border Division as required.

- e. The Administrative Sergeant is responsible for completing the CHP 113A, Safety Inspection Checklist. Items needing corrective action are addressed as necessary. The CHP 113A has currently been maintained in Area files as well as the IIPP.
- f. The Area currently does not utilize the CHP 113B, Hazard Report/Inspection. Hazardous situations brought to the attention of the Area are addressed within the required 30 day time frame, if not immediately.
- g. CHP 121 packages are accurately completed upon knowledge or report of an injury/exposure. All forms are reviewed by supervisors and managers alike prior to submission to SCIF. The required documentation is sent to SCIF within the required 24 hour time frame.
- h. The CHP 208, Accident Prevention Report is competed accurately within the required time frame. Supervisors routinely provide comment and or input relative to the cause of the accident. The Area Commander is the final level of review on all CHP 208's.
- i. Recordable injuries and accidents are recorded on the CHP 442, Individual Accident, Injury and Safety Recognition Record. The CHP 442 is updated at the same time the CHP 121 and CHP 208's are processed by clerical. CHP 442's are kept in a separate binder in the clerical office. Safety Recognition Summary is maintained by the Administrative Sergeant and is current.
- j. CHP 712A, Injury and Illness Prevention Program Orientation and Review forms current and maintained in the employee's personnel file.

6. INJURY AND ILLNESS PREVENTION PROGRAM (IIPP):

a. The Area has a written, specific IIPP program which was recently updated and has been reviewed with all employees. The orientation and review is documented on every employees CHP 712A.

7. COMMUNICATION WITH DOSH:

The Area Administrative Sergeant and alternate, Clearance Officer, are the point of contact should a DOSH compliance officer come to the Area and conduct a compliance inspection.

8. HAZARDOUS SUBSTANCES PROGRAM:

Material Safety Data Sheets (MSDS) are maintained in the command library, and are available for all employees to view. The Area has proper warning signs posted near the fuel island, electrical panels and used motor oil containment tank.

9. HAZARDOUS EXPOSURE CONTROL PROGRAM:

Personal protective equipment, such as road hazard gloves, latex gloves, CPR masks, sand goggles and dust/particulate masks are available to all employees. The Area maintains a "spill kit" adjacent to the fuel island to be used in the event of a fuel spill. The auto technician has attended the required training to properly manage the fuel storage system.

10. SUMMARY:

The Oceanside Area has an effective Occupational Safety Program. Officer Safety is stressed during training days and all employees are encouraged to maintain a safe working environment. Area supervisors have taken a proactive approach to Occupational Safety. They frequently observe and comment on the safety practices of officers during ride-alongs and other incidents.



Memorandum

Date:

May 15, 2009

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Temecula Area

File No.:

685.11495

Subject:

RECONCILIATION MEMORANDUM - CHAPTER 12 INSPECTION

In March 2009, the Temecula Area performed an Area Management Evaluation of their Occupational Safety program. The following deficiencies were identified and have been corrected:

- 1. The Command Occupational Safety meeting minutes have been posted on the Area's Occupational Safety board.
- On May 10, 2009, Sergeant Sawasaki conducted a safety inspection, utilizing the CHP113A, Safety Inspection Checklist, attached. This CHP113A will be maintained with the Area Injury and Illness Prevention Program.
- 3. Copies of the CHP113B, Hazard Report/Inspection, were posted on the Occupational Safety board and Area personnel were advised these forms are available should they observe any hazardous or unsafe conditions.

J. M. JUNGERS, Captain Commander

Attachment

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA DIVISION		NUMBER		
Temecula Border		685		
EVALUATED BY		DATE		
Sergeant G. Saw	asaki 11495	03/07/2009		

c453m506_pdf

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EV	/ALDATION nal Evaluation ☐ Informal Evaluation	SUSPENSE DATE 03/31/2009			
FOLLOW-UP	REQUIRED Correction Report	COMMANDER'S REVIEW		DATE	
✓ Yes		1 Ctur	-lu, m	4-	15-09
1. GOAL	S'AND ACCOMPLISHMENTS	EVALUATED yes	ACTION/REQUIRED	CORRECTED	
	the command familiar with the Occupational Safety Program a rety Manual, Chapter 13?	as outlined in HPM 10.6	. Occupational	✓ Yes	□No
(1)	Are goals developed in accordance with departmental policy	/?		✓ Yes	□No
(2)	Are environmental factors, exposure factors, and past exper	rience/trends considered	d when setting goals?	✓ Yes	□No
(3)	Are illness and non-serious/non-traumatic injuries excluded	from occupational safet	y goals?	Yes	☑ No
(4)	Are goals appropriately categorized?			√ Yes	□No
(5)	Are goals realistic?			✓ Yes	□No
(6)	Are goals consistent with departmental objectives?			✓ Yes	□No
(7)	Is input from all levels considered before goals are established	ed?		✓ Yes	□No
b. Are	goals being accomplished?			✓ Yes	□ No
(1)	Accurate reporting on CHP 113, Accident and Injury Report?			✓ Yes	□ No
(2)	Are accidents increasing?			☐ Yes	✓ No
(3)	Are injuries increasing?			Yes	✓ No
(4)	Why are they increasing/decreasing? Industrial injuries with	hin Temecula have been	n decreasing over the pas	st few year	s. A high
	percentage of the employees participate in a regular fitness p	olan.			
(5)	Is CHP 113, Accident and Injury Report, posted or readily acc	cessible?		✓ Yes	□No
(6)	Are employees knowledgeable about goals and achievement	s?		✓ Yes	□No
(7)	Are employees providing suggestions toward goal attainment	?		✓ Yes	□No
. PARTIC	IPATION	evaluated yes	ACTION REQUIRED INO	CORRECTED	
a. Com	mander actively involved in program?			✓ Yes	□No
(1)	Commander active in injury/illness case management?			✓ Yes	□No
(2) V	What is the commander's attitude regarding occupational safe	ety? Captain Jungers is	very proactive regardin	g the safet	y and health
(of all personnel within the Temecula Area. Captain Jungers	regularly discusses saf	ety related, issues in train	ing days a	nd staff
l'	neetings.				

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AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

57 11 155 11 (11 5 1 5) 5 . 1 5 5 5			
(3) Occupational safety issues discussed at staff meetings and training	g days?	✓ Yes	□No
(4) Are safety issues in the meeting minutes?		✓ Yes	□No
(5) Commander comments regarding safety issues in performance eva	✓ Yes	□No	
(6) Does the commander ensure use of appropriate safety equipment?	?	✓ Yes	□No
b. Are managers/supervisors actively involved in the program?		√ Yes	□No
(1) Are managers/supervisors involved in case management?		✓ Yes	□ No
(2) Do they have the appropriate attitude?		√ Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain	goals?	✓ Yes	□No
(4) Are supervisors monitoring employees' efforts?	1	✓ Yes	□No
(5) Do managers comment on safety issues in performance evaluation	s?	✓ Yes	□ No
(6) Do supervisors comment on safety issues in performance evaluation	ns?	✓ Yes	□No
(7) Do managers/supervisors ensure the use of proper safety equipment	nt?	✓ Yes	□No
c. Are employees actively involved in the Occupational Safety Program?		✓ Yes	□No
(1) Are employees involved in their case management?		✓ Yes	□No
(2) Are employees knowledgeable about safety goals?		✓ Yes	□No
(3) Are they aware of the command's achievements?		✓ Yes	□ No
(4) Are employees practicing safety while performing their duties?		✓ Yes	□ No
(5) Are employees reporting unsafe conditions and/or work practices?		✓Yes	□No
(6) Do employees work cooperatively to minimize hazards?		✓ Yes	□No
(7) Do employees offer suggestions to improve occupational safety?			□No
(8) Is employee equipment properly used and maintained?		✓ Yes	□No
. ACCIDENT AND INJURY TRENDS EVALUAT yes	ACTION REQUIRED no	CORRECTED)
a. Commander's method of identifying trends? Our Lieutenant prepares a "	weekly status report" which contains a	section dec	licated to the
Area's Occupational Safety program. This report documents all of the re	ecent accidents and/or injuries occurring	ng within ou	r Area.
Trends can be identified immediately and appropriate preventive measur	res implemented.		
(1) Are accidents and injuries being monitored to identify trends?		✓ Yes	□No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident Log of Occupational Injuries and Illnesses, entries, prior meeting mini		✓ Yes	□No
(3) Are personnel in the command aware of current and potential trends?	?	✓ Yes	□No
b. What corrective action has the command taken when a trend has been id	entified? Employees involved in preven	entable accic	lents/
incidents are required to attend an occupational safety committee meeting	to discuss their incident. Training is de	eveloped and	l
disseminated to the other employees during briefings or training days.			

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	7	(1) Are commanders, managers, and supervisors actively imple	ementing corrective action	ns?		□No
4.	CO	MMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	yes yes	ACTION REQUIRED yes	CORRECTED	
	a.	What is the composition of the COSC? Captain J. Jungers is the	Chairperson, Sergeant C	i. Sawasaki is the Area C	occupational ()	ıl Safety
		Coordinator. Committee members include: Lt. D. Brunette, Offi	ce Supervisor E. Morgan	, Office Assistant S. Hec	cht, Autom	otive
		Technician J. Rivera. Several Special Duty and Road Patrol offic	ers are requested to atten	d Occupational Safety N	Aeetings.	
	(1) Is there representation from each collective bargaining unit?			✓ Yes	□No
	(Management and supervisory representation?			✓ Yes	□No
	(3) Command Safety Coordinator assigned?			✓ Yes	□No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
	(5) Are committee assignments rotated?			✓ Yes	□No
	(1	6) COSC meetings held quarterly?			✓ Yes	□No
	(7) Are meetings held more frequently when goals are not being	attained?		✓ Yes	□No
	(8	B) Do all committee members attend the meetings?		i i	✓ Yes	□No
b	. Д	re roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
	(1) Do committee members understand their roles and responsib	pilities?		✓ Yes	□No
	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meetings	minutes readily availabl	e?	✓ Yes	□No
	(4) Are these minutes utilized for Area meetings?			Yes	□No
	(5) Are assignments given during Area meetings?			✓ Yes	□No
C.	M	inutes prepared for the COSC meeting?			✓ Yes	□No
	(1)	Recording secretary appointed?			Yes	☑ No
	(2)	Minutes posted on command's Occupational Safety Board?			Yes	☑ No
	(3)	Are minutes included in IIPP file?			✓ Yes	□No
	(4)	Minutes maintained current year, plus three?			✓ Yes	□No
	(5)	Minutes forwarded through channels?			✓ Yes	□No
d.	ls '	the COSC effective?			✓ Yes	□No
	(1)	Are COSC recommendations clear, concise and pertinent to the	ne command?		✓ Yes	□No
	(2)	COSC proactive to eliminate potential causes of accidents and	d injuries?		✓ Yes	□No
	(3)	COSC disseminate current information and training regarding	health and safety issues	6?	✓ Yes	□No
e.	Do	all personnel receive current information regarding health and s	afety?		✓ Yes	□No
f.	Are	outside agency safety programs utilized as a resource?			✓ Yes	□No
g.	Do	es the command maintain an effective health and safety commu	nications system?		✓ Yes	□No

AREA MANAGEMENT EVALUATION

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(1) Potential hazards reported on CHP 113B, Hazard Report/	Yes	☑ No		
(2) Are findings of the 113B, Hazard Report/Inspection, repor	Yes	☑ No		
(3) Do all members of the command participate in distribution	of safety and healt	th information?	✓ Yes	□No
(4) COSC minutes posted in a timely manner?			✓ Yes	□ No
(5) Required posters prominently displayed?			✓ Yes	□No
(6) COSC maintain the Command Occupational Safety Bullet	in Board?		✓ Yes	□ No
(7) Are responsibilities for the Occupational Safety Bulletin Bo	pard contents assig	ned to specific members?	✓ Yes	□No
5. DOCUMENTATION	evaluated yes	ACTION REQUIRED yes	CORRECTE	D:
a. STD 261s, Authorization to Use Privately Owned Vehicles on S filed in the employee's field folder?	State Business, cor	npleted annually and	✓ Yes	□No
b. DMV INF 254, Government Agency Request for Driver License to request driver's license record check and filed in the employe		ord Information, utilized	Yes	☑ No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?			✓ Yes	□ No
(1) Are required injuries and illnesses logged?			✓ Yes	□No
(2) Entries made within six working days of notification of an e	mployee injury or il	Iness?	✓ Yes	□No
(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No		
(4) Retention according to policy?	✓ Yes	□No		
(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No		
(6) Previous calendar year log posted during February?			✓ Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately	1?		✓ Yes	□ No
(1) Commander review and sign?			✓ Yes	□No
(2) CHP 113s and attachments processed in a timely manner?			✓ Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Che	ecklist?		Yes	✓ No
(1) Are semiannual safety inspections conducted?			Yes	✓ No
(2) Are safety hazards identified?			Yes	☑ No
(3) Is corrective action taken within 30 days?			Yes	☑ No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIP	P and retained acc	ording to policy?	☐ Yes	☑ No
f. Are unsafe conditions identified and documented on CHP 113B,	Hazard Report/Ins	pection?	☐ Yes	☑ No
(1) Measures taken to correct situation within 30 days?			Yes	✓ No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attack	hed to IIPP?		☐ Yes	✓ No
g. Are the CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
(2) Commander signature on appropriate forms?			✓ Yes	□No
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OCCUPATIONAL SAFETY

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	(3)	Routed within time frames?			✓ Yes	□No
	h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?					□No
-	(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
-	(2)	Commander review?			✓ Yes	□No
1	(3)	Commander signs appropriate form?			Yes	□No
-	(4)	Properly routed within time limits?			✓ Yes	□No
-	i. Are	injuries and accidents documented on CHP 442, Individual A	Accident, Injury and Saf	ety Recognition Record?	√ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, current?		✓ Yes	□No
	(2)	Safety recognition emblem summary current?			Yes	□No
j	j. Are	CHP 712As, Injury and Illness Prevention Program Orientati	on and Review, kept cu	rrent?	✓ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Employ	ee Emergency Action F	Plan Review?	Yes	□No
	(2)	Copies maintained with IIPP file?			☐ Yes	☑ No
6. I	NJURY	AND ILLNESS PREVENTION PROGRAM	evaluated	ACTION REQUIRED	CORRECTED	
ε	a. Com	mand specific IIPP on file?		<u>'</u>	✓ Yes	□No
	(1)	Is the program effective?			✓ Yes	□No
	(2)	Contains all required documents?			✓ Yes	□No
	(3)	Discussed with all employees?			✓ Yes	□No
	(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
	(5) I	Each employee completed CHP 712A, Injury and Illness Pre	evention Program Orien	tation and Review?	✓ Yes	□No
		New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Pro	gram Orientation	✓ Yes	□No
	(7) <i>F</i>	Are unsafe hazards or conditions identified, investigated, co	rrected, and documente	ed?	✓ Yes	□No
	(8) l:	s required documentation maintained according to policy?			✓ Yes	□No
7. C	OMMU	NICATION WITH DOSH	yes yes	ACTION REQUIRED	CORRECTED	
a.	Empl	byees aware of procedures regarding DOSH inspections?			✓ Yes	□ No
b.	Comr	nand's documents readily available for review by DOSH Co	mpliance Officer?		✓ Yes	□No
щ	AZARD	OUS SUBSTANCE PROGRAM	yes yes	ACTION REQUIRED	CORRECTED	
a.	Does	command have a written Hazardous Substance Program fo	or substances used with	nin that command?	✓ Yes	□ No
	(1) A	re hazardous substances identified and properly labeled?			✓ Yes	□No
	(2) V	/arning signs posted?			✓ Yes	□No
	(3) M	aterial Safety Data Sheets readily available?			✓ Yes	□No
	(4) Employees receive training?					· □ No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009	CHP 453M	(Rev.	5-06)	OPI	009
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(5	5) Training documented?			✓ Yes	□No	
(6	(6) Employees informed of their right to applicable medical and exposure information?					
9. HAZ	. HAZARDOUS:EXPOSURE:CONTROL:PROGRAMS EVALUATED ACTION REQUIRED TO)	
a. A	to the state of th					
(1) Appropriate engineering and/or administrative controls implemented?					□No	
(2) Protective equipment provided in accordance with bargaining unit agreements?					□No	
(3) Employees trained on use and maintenance of equipment?				✓ Yes	□ No	
(4)) Training documented?			✓ Yes	□ No	

Action Items:

Section 4, item c. (2): The Command Occupational Safety Committee meeting minutes will be posted on the Area's Occupational Safety board.

Section 5, item e (1) - (4): The Area's Occupational Safety Sergeant will ensure a safety inspection is conducted, on a semi-annual basis (utilizing the CHP113A, Safety Inspection Checklist), and any safety hazards corrected within 30 days. The CHP113A shall then be maintained with the IIPP and retained according to policy.

Section 5, item f(1) - (2): The Area's Occupational Safety Sergeant will ensure unsafe conditions are identified an documented on a CHP 113B, Hazard Report/Inspection, then filed or attached to IIPP. Corrective actions will be taken within 30 days.

COMMAND INSPECTION PROGRAM

FX	C	F	PT	0	NS	DO	CL	JN	lΕ	N	ľ

r =	Division:Border	Chapter:12
Command:	DIVISION. BOIGET	
Temecula	-	
Inspected by:		Date:
G. H. Sawasaki		03/07/09

number of the inspection in the Cr	apler inspection number. Onder	boxes as necessary, or fill in the blanks as indicated forward to:" enter the next level of command who document innovative practices, suggestions for y be used to appeal findings. A CHP 51 Memorated	statewide
TYPE OF INSPECTION			
☐ Division Level ☒ Comma	nd Level	☐ Appeal Included	
Executive Office Level		Attachments included	
Follow-up Required:	Forward to:	Commander's Signature:	Date:
⊠ Yes □ No	Due Date:	CFATON	4-15-09
Chapter Inspection			Asing the second se
Inspector's Comments Re	AN MARKET BY AN EXPENSION AND AREA		
Inspector's Comments ive	garang mnovativo i rastic		
		×	
Command Suggestions for	Statewide Improvement:		
	9		
	₫		
nspector's Findings:			

Overall the Temecula Area CHP office is a very safe and healthy work environment. Any issues regarding the safety of the employees are addressed and resolved in a timely manner. The command staff: Captain, Lieutenant, Sergeants, and the Office Supervisor communicate extremely well with one another and work diligently to ensure the officers and office staff perform their duties in the safest nanner possible.

Several minor issues were identified during this inspection which primarily involve documentation of the CHP 113A and 113B. The semi-annual safety inspections were not being performed on a regular basis and therefore not documented on the 113A and 113B. A safety inspection will be performed within the next 30 days and once every six months following.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

	Command:	Division:	Chapter:
	Inspected by:		Date:
Page 2			
Commander's Response:			
<i>b</i> :			
15			
Inspector's Comments:			
		*	
: Required Action			
Corrective Action Plan/Timeline			

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Inspected by:		Date:	2

Page 3

Appeal Process (Appeals shall be fil	ed within five (5) business d	ays of the completed chapter inspec	tion).
Commander's Basis for Appeal:			
		*	

Appeal Review/Decision: (This shall be the only level of appeal).

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Lead Inspector's Signature:	Date: 4/14/09
Responding Commander's Signature (for appeal):	Date: 4-15-09

DEPARTMENT OF CALIFORNIA HIGHWAY PAIROL	DIVISION	SECTION/AREA
SAFETY INSPECTION CHECKLIST	BORDER	EL CAJON-680
CHP 113A (Rev. 9-96) OPI 090	Indicates correction needed (exp	
Indicates satisfactory		ENTRIES-EXITS
PARKING LOTS 1. Access visibility 2. Traffic hazards 3. Chuck holes/weeds 4. Oil/grease spills 5. Fire Hazards 6. Drainage	X 1. Sidewalks ✓ 2. Steps ✓ 3. Railings ✓ 4. Oil/grease spills ✓ 5. Lighting ✓ 6. Doors, swing out	✓ 7. Wet weather entry ✓ 8. Floor mats ☐ 9. Other:
C. FIRE PROTECTION	D. EQ	UIPMENT
✓ 1. Extinguishers, hoses ✓ 2. Exits and exit signs ✓ 3. Heating system A. If boiler, inspection tag	✓ 1. Desks X 2. Chairs, casters ✓ 3. Tables ✓ 4. Ladders ✓ 5. File cabinets ✓ 6. File drawers	 √ 7. Electrical
E. HOUSEKEEPING	F. AUTOMO	OTIVE SERVICE
 ✓ 1. Space utilization ✓ 2. Aisles, floors, stairs ✓ 3. Storage ✓ 4. Lighting ✓ 5. Ventilation ✓ 6. Electrical Cords ✓ 7. Fire hazards Ø 8. Waste disposal Ø 9. Other: 	 ✓ 1. Windshield cleaning equip. ✓ 2. Housekeeping ✓ 3. Flammables ✓ 4. Electrical tools, grounding ✓ 5. Waste disp., covered cans ✓ 6. Ventilation 	 7. Washrack ✓ 8. Fire extinguishers ✓ 9. Dispenser equip. (gas/oil) ✓ 10. Spills ✓ 11. Vents clear ✓ 12. Eye wash station ☐ 13. Other:
PLASTIC BULLET RANGE	H. PERSONAL PRO	OTECTIVE EQUIPMENT
☐ 1. Control of live ammunition ☐ 4. Other: ☐ 2. Problem(s) from possible live ammunition ☐ 3. Backstop in repair	✓ 1. Helmets and straps✓ 2. Ear protection✓ 3. Eye protection	✓ 4. Waterless soap✓ 5. Other:
I. SAFETY BULLETIN BOARD ✓ 1. Neat and attractive ✓ 4. Required postings ✓ 2. Display changed regularly ☐ 5. Other: ✓ 3. Safety messages		
A. 9.7 Cargo opening under fence in northeast parking let cost of 9.5 Carbon who supply and of Al will damaged B.	nano tech building	*
1. Sant sidewalk oluttered with a gripment, chairs, shelves, a		
D. 2.) 2 casters missing from briefing room chairs	2	
INSPECTED BY BEN DAVIS/ANTHONY MOBLEY		04/02/2009

STATE OF CALIFORNIA		
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL SAFETY INSPECTION CHECKLIST	DIVISION	SECTION/AREA (C)()
CHP 113A (Rev. 9-96) OPI 090	DIVISION (301400)	El CHOM (8)
Indicates satisfactory	Indicates correction needed (explai	
DARWING LOTS		NTRIES-EXITS
Access visibility Thandicapped spaces	1. Sidewalks 2. Steps 3. Railings 4. Oil/grease spills 5. Lighting 6. Doors, swing out	7. Wet weather entry S. Floor mats 9. Other:
C. FIRE PROTECTION	D. EQUI	PMENT
1. Extinguishers, hoses 5. Flare storage 2. Exits and exit signs 6. Other: A. If boiler, inspection tag B. Water heaters, vents, valves	☐ 1. Desks ☐ 2. Chairs, casters ☐ 3. Tables ☐ 4. Ladders ☐ 5. File cabinets ☐ -6. File drawers	☑7. Electrical ☐ 8. Other:
E. HOUSEKEEPING	F. AUTOMOT	IVE SERVICE
1. Space utilization 2. Aisles. floors, stairs 3. Storage 4. Lighting 5. Ventilation 6. Electrical Cords	1. Windshield cleaning equip. 2. Housekeeping 3. Flammables 4. Electrical tools, grounding 5. Waste disp., covered cans 6. Ventilation	7. Washrack
PLASTIC BULLET RANGE	H. PERSONAL PROT	ECTIVE EQUIPMENT
1. Control of live ammunition 4. Other: 2. Problem(s) from possible live ammunition 3. Backstop in repair	☐ 1. Helmets and straps	☐ 4. Waterless soap ☐ 5. Other:
I. SAFETY BULLETIN BOARD	A	
☐ 1. Neat and attractive ☐ 4. Required postings ☐ 5. Other: ☐ 3. Safety messages		
A. q. Teimite infested table and 2. Metal Book cases to b C. I. Fire exil n quishers nee	e removed all.	
Q. E. Annex Sof. needed (?) T A. 9. GAS pump light	Doer to Lebby	- Exit signs
		÷.

INSPECTED BY

Karly Gravel

10/28/08

SAFETY INSPECTION CHECKLIST	DIVISION	SECTION/AREA
CHP 113A (Rev. 9-96) OPI 090	BORDER	EL CAJON-680
	Indicates correction needed (exp	lain fully in Remarks by number)
Indicates satisfactory PARKING LOTS		ENTRIES-EXITS
✓ 1. Access visibility ✓ 2. Traffic hazards ✓ 3. Chuck holes/weeds ✓ 4. Oil/grease spills ✓ 5. Fire Hazards ✓ 6. Drainage	 X 1. Sidewalks ✓ 2. Steps ✓ 3. Railings ✓ 4. Oil/grease spills ✓ 5. Lighting ✓ 6. Doors, swing out 	✓ 7. Wet weather entry✓ 8. Floor mats☐ 9. Other:
	D. EQ.	UIPMENT
C. FIRE PROTECTION ✓ 1. Extinguishers, hoses ✓ 2. Exits and exit signs ✓ 3. Heating system — A. If boiler, inspection tag ✓ B. Water heaters, vents, valves ✓ 4. Ammo and shotgun storage	✓ 1. Desks ✓ 2. Chairs, casters ✓ 3. Tables ✓ 4. Ladders ✓ 5. File cabinets ✓ 6. File drawers	7. Electrical 8. Other:
	F. AUTOMO	OTIVE SERVICE
E. HOUSEKEEPING 1. Space utilization 2. Aisles, floors, stairs 3. Storage 4. Lighting 5. Ventilation 6. Electrical Cords	 ✓ 1. Windshield cleaning equip. ✓ 2. Housekeeping ✓ 3. Flammables ✓ 4. Electrical tools, grounding ✓ 5. Waste disp., covered cans ✓ 6. Ventilation 	7. Washrack NA 8. Fire extinguishers 9. Dispenser equip. (gas/oil) 10. Spills 11. Vents clear 12. Eye wash station 13. Other:
DI ACTIO DIULI ET DANCE	H. PERSONAL PR	OTECTIVE EQUIPMENT
PLASTIC BULLET RANGE 1. Control of live ammunition 4. Other: 2. Problem(s) from possible live ammunition 3. Backstop in repair	✓ 1. Helmets and straps ✓ 2. Ear protection ✓ 3. Eye protection	✓ 4. Waterless soap ☐ 5. Other:
I. SAFETY BULLETIN BOARD		
✓ 1. Neat and attractive ✓ 4. Required postings ✓ 2. Display changed regularly ☐ 5. Other: ✓ 3. Safety messages		
A. 9.) Large opening under force in no these public of the source permater with the source of the s	adiacant parking lating idence.	
D. 2.) 2 casters missing from briefing room chairs	×	
INSPECTED BY BEN DAVIS/ANTHONY MOBLEY		04/02/2009 c113a204.6

STATE OF CALIFORNIA			
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL SAFETY INSPECTION CHECKLIST	DIVISION	SECTION/AREA (C)()	
CHP 113A (Rev. 9-96) OPI 090	1301 4 Ea	El CHJON 680	
Indicates satisfactory	Indicates correction needed (explain		
A. PARKING LOTS	B. BUILDING EN	NTRIES-EXITS	
☐ 1. Access visibility ☐ 7. Handicapped spaces ☐ 8. Debris/leaves ☐ 3. Chuck holes/weeds ☐ 9. Other: βιζικίς → ων € ☐ 5. Fire Hazards	1. Sidewalks 2. Steps 3. Railings 4. Oil/grease spills 5. Lighting 6. Doors, swing out	7. Wet weather entry 8. Floor mats 9. Other:	
5. Drainage			
C. FIRE PROTECTION	D. EQUI	PMENT	
1. Extinguishers, hoses 5. Flare storage 2. Exits and exit signs 6. Other: 3. Heating system A. If boiler, inspection tag B. Water heaters, vents, valves 4. Ammo and shotgun storage	 ✓ 1. Desks ✓ 2. Chairs. casters ✓ 3. Tables ✓ 4. Ladders ✓ 5. File cabinets ✓ 6. File drawers 	7. Electrical 8. Other:	
E. HOUSEKEEPING		VE SERVICE	
☐ 1. Space utilization ☐ 7. Fire hazards ☐ 2. Aisles. floors, stairs ☐ 8. Waste disposal ☐ 3. Storage ☐ 9. Other: ☐ 4. Lighting ☐ 5. Ventilation ☐ 6. Electrical Cords	☐ 1. Windshield cleaning equip. ☐ 2. Housekeeping ☐ 3. Flammables ☐ 4. Electrical tools, grounding ☐ 5. Waste disp., covered cans ☐ 6. Ventilation	7. Washrack	
PLASTIC BULLET RANGE	H. PERSONAL PROTECTIVE EQUIPMENT		
1. Control of live ammunition 4. Other: 2. Problem(s) from possible live ammunition 3. Backstop in repair	☐ 1. Helmets and straps	☐ 4. Waterless soap ☐ 5. Other:	
I. SAFETY BULLETIN BOARD			
 ✓ 1. Neat and attractive ✓ 2. Display changed regularly ✓ 3. Safety messages ✓ 4. Required postings ✓ 5. Other: 			
REMARKS	1		
A. q. Teimite infested table and 2. Metal Book cases to b C. I. Fire exilinguishers nee E. E. Annex Soft, needed (?) I A. q. Gas pump light	d checking all.		